Pentwater Township Library Board
Regular Monthly Meeting
Minutes
02/15/2022

Call to Order: The regular monthly board meeting was held at the PTL and was called to order at 5:35 PM by Board President Kendra Flynn.


Also Present: Mary Barker, Director PTL.

Guests: Carol Triebel.

Approval of Agenda: Under Committee Reports add Outreach & Advocacy Committee and add Reconsideration Policy (First Reading) under Policy Committee. Under New Business add Headlee webinar. Motion by LundBorg with support by Williams to approve the agenda as amended. Approved.

Approval of the 01/18/2022 Board Meeting Minutes: Motion by Church-McHugh with support by Williams to approve minutes of 01/18/2022 as presented. Approved.

Approval of the 02/03/2022 Work Session Minutes: Motion by Church-McHugh with support by Williams to approve the 02/03/2022 Work Session minutes as presented. Approved.

Treasurer’s Report: Finance Reports included in packet. Church-McHugh reviewed the reports. Motion by LundBorg with support by Jaeb to approve the financial reports as presented. Approved.

Review of Bills Paid: LundBorg asked if payroll and benefits can be given different line items. Motion by Church-McHugh with support by Jaeb to accept the bills paid from January 18, 2022 through February 15, 2022 as presented ($6625.58). Approved.


- Open Position – Barker interviewed three candidates and offered the position to a young man with a degree in accounting. He will let Barker know tomorrow about his decision.
- LibraryAware – The new software has been enthusiastically accepted by the staff. Great templates and graphics for flyers and social media.
- IT – Mark Shotwell is working on configuring the new computers and hot spots. Working on a policy for patrons to take home the computers. Trustees have been assigned new library email addresses.

Committee Reports:
- Discussion on Committee Duties and Descriptions:
o Need to develop format for guidelines and a cover sheet.
  o Williams and Barker will develop flow chart for policies.
  o Submit revisions to the committee guidelines by March 1, 2022.

• **Personnel Committee** -
  o Working on the manual for the staff.

• **Outreach & Advocacy Committee** –
  o Church-McHugh attended the Township meeting on February 9th. Used the Director’s Report as a guideline for her talking points. Shared upcoming events.
  o PTL will remain on the agenda at Village and Township meetings,
  o Send a brief report to Barker after every visit to Village or Township Council meetings.

• **Policy Committee** -
  o Harassment Policy (First Reading).
  o Trustee Ethics Statement (Second Reading) – *Motion by LundBorg with support by Jaeb to approve the statement as presented.* Approved.
  o Reconsideration Policy and Procedures (First Reading). LundBorg will develop cover statement for the policy.
  o Ethics Policy (Second Reading) – *Motion by LundBorg with support by Jaeb to approve the Ethics policy as presented.* Approved.

**Continuing Business:**

• **Management Consultant** –
  o Carol Triebel reported on her meetings with the staff and Board members.
  o Need to improve orientation for board members and staff.
  o Suggested surveys and focus groups on an annual basis.
  o Barker reported the Friends of the Library will be starting up soon. Will have to reapply for non-profit status.

• **Director’s Evaluation** – *Motion by LundBorg with support by Jaeb to move into closed session to discuss the Director’s evaluation.* Approved at 7:10 PM. Board President Flynn resumed the regular meeting of the Board at 7:38 PM.

• **Investing in Bonds** - LundBorg met with Austin Garcia who will be scheduled for the March meeting.

**New Business:**

• **Approval of Budget FY23** –
  o Barker detailed the proposed budget which calls for a 5.9% increase in wages which represents a more competitive salary range for the area.
  o Consider reviewing salaries every six months.
o Church-McHugh explained that we do not need to approve a balanced budget if we know that we have the money in reserve to cover all expenses.

o Motion by Jaeb with support by Williams to approve the FY23 budget as presented. Roll Call vote required. Jaeb – YES; Williams – YES; Church-McHugh – YES; Flynn – YES and LundBorg – YES. NO – None. Approved.

• Approval of Salary Increases –
  o As Treasurer, Church-McHugh is concerned about increasing salaries since we do not know about future taxes. Cannot afford to continually increase salaries for only a few years.
  o Motion by Church-McHugh with support by LundBorg to approve the 5.9% salary increase beginning April 1, 2022. Roll Call vote. Roll Call vote required. Jaeb – YES; Williams – YES; Church-McHugh – YES; Flynn – YES and LundBorg – YES. NO – None. Approved.

Other Business to Come Before the Board:
• Barker reminded everyone that there is a LOM webinar on the Headlee Amendment on Thursday, February 17th at 10:00 AM. All trustees are invited to view it at the PTL.

Agenda Items for Upcoming Meeting:
• Continuing Ed for Trustees.
• Update from Management Consultant.
• Investing in Bonds.
• Review Committee Responsibilities.

To Do:
• LundBorg to schedule date with Austin Garcia.
• Continue work on Personnel Manual.
• Webinar Feb 17th at 10:00 AM.
• LundBorg to write cover statement for the Reconsideration Policy.
• Submit revised Committee Responsibilities by March 1st.

Next Meeting: The next regular PTL Board meeting will be held on Tuesday, March 15 at 5:30 PM.

Adjournment: Motion by Jaeb with support by Williams to adjourn. The meeting was adjourned at 7:58 PM.