

**Pentwater Township Library Board**  
**Regular Monthly Meeting**  
**Minutes**  
01/21/2020

**Call to Order:** The regular monthly board meeting at the PTL was called to order at 5:01 PM by K. Flynn.

**Roll Call:** Present– Kendra Flynn, Elaine LeTarte, Joan LundBorg, Cynthia Maguire, Valerie Church-McHugh. Absent – Nancy Peterson.

**Also Present:** Mary Barker, Director PTL.

**Approval of Agenda:** Under Other Business add Rural Library Conference and Other Opportunities. Motion by LundBorg with support by Maguire to approve the agenda as amended. Approved.

**Approval of the December 17, 2019 Minutes:** Motion by LundBorg with support by Church-McHugh to approve the minutes of 12 17 2019 as presented. Approved.

**Treasurer’s Report:** LeTarte reported that property taxes are gradually being received. Trying to resolve some technical issues with Brickley Delong that occurred this month. Motion by Maguire with support by Church-McHugh to accept the Treasurer’s report as presented. Approved.

**Review of Bills Paid:** Motion by Church-McHugh with support by LeTarte to accept bills as paid. Approved.

**Director’s Report:** Written report included in packet.

- State Aid Report – Barker filed the 2019-2020 report. Payments will be disbursed in July.
- Staffing – Barker will be interviewing seven applicants tomorrow for the open position due to the release of an employee. She explained it is difficult to hire and retain employees due to wages and part-time hours.
- Programming – Dr. Mona Hanna-Attisha, author of *What the Eyes Don’t See*, will appear in Pentwater on April 20<sup>th</sup>.
- Inventory – The inventory has been completed.

**Committee Reports:**

- Personnel Committee (Director’s Evaluation) – Church-McHugh distributed the evaluation forms to be completed by board members. Completed forms should be

dropped off at PTL by January 28<sup>th</sup>. The Personnel Committee will meet with Barker on February 3<sup>rd</sup> and she will present her goals to the Board on February 18<sup>th</sup>.

### **Continuing Business:**

- Outdoor Project – Plans are stamped and ready to go. Nordlund submitted bill for \$500. Motion by LeTarte with support by Maguire to pay the Nordlund invoice for \$500. Roll call vote. Yes: Church-McHugh, Flynn, LeTarte, LundBorg, and Maguire. No: None. Approved. LundBorg again brought up her concern for undertaking the outdoor project at this time since we are considering asking for a millage increase and the exterior of the building itself is in good condition.
- Detail/Display Plans - Discussed posting project plans online and in the Township Hall. Hold off for the time being.
- By-Law Recommendations – Discussed at previous meeting to keep the number of meetings at twelve.
- Attorney Information – Flynn emailed Board members the reply from Attorney Mark Nettleton on the details of requesting an additional millage. Will not be requesting until 2022 at the earliest.
- Millage Workshop – Will be held on March 3<sup>rd</sup> in Lansing. Barker, LeTarte and LundBorg will attend.

### **New Business:**

- ACH Payment Setup- Retirement costs must be paid by ACH through our checking account. Kendra and Elaine will meet with the Township Treasurer. Next month provide the Township with a list of Board approved monthly ACH transactions. Motion by LundBorg with support by LeTarte to establish monthly ACH payment for the retirement program. Approved.
- 165<sup>th</sup> Birthday Party (February 12 @ 6:30 PM) – Barker will invite local and state officials, representatives from area libraries, and other community members. Serving appetizers.
- Community Garden – Flynn and Church-McHugh met with the president of the Service Club and attended the Building & Grounds Committee to express concerns about locating a community garden on the property east of the library. School Board considering permitting the garden on vacant school property. Flynn will contact the school superintendent for the decision.

### **Other Business to Come Before the Board:**

- Rural Libraries Conference – The RLC will be held April 13<sup>th</sup>-15<sup>th</sup> at the Grand Traverse Resort. Barker and Flynn will be attending. LeTarte and Maguire will make decisions after reviewing the programming.
- ALA Legislative Day - May 4<sup>th</sup>-5<sup>th</sup> in DC. MMLL will pay expenses.
- Michigan Advocacy Day - April 22<sup>nd</sup> in Lansing.

- Board Members – Peterson will be staying on the Board until the end of her term. Consider potential candidates.
- Church-McHugh distributed an article on the role of the modern library.

**Agenda Items for Next Meeting:**

- Policy on cameras in library (Barker/LundBorg).
- Eliminating fines.
- Approve list of ACH payments.

**Next Meeting:** Tuesday, February 18<sup>th</sup> at 5:00 PM

**Adjournment:** The meeting was adjourned at 6:07 PM.

Signed: \_\_\_\_\_

Joan T. LundBorg, Acting Recording Secretary