

Pentwater Township Library Board
Regular Monthly Meeting
Minutes
01/18/2022

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.

Roll Call: Present– Kendra Flynn, Valerie Church-McHugh, Joan LundBorg, Lissa Williams and Amber Jaeb.
Absent: Jennifer Gwillim.

Also Present: Mary Barker, Director PTL.

Guests: Carol Triebel.

Approval of Agenda: *Motion by Church-McHugh with support by LundBorg to approve the agenda as presented. Approved.*

Approval of the 12/21/2021 Board Meeting Minutes: *Motion by Church-McHugh with support by Jaeb to approve minutes of 12/21/2021 as presented. Approved.*

Approval of the 12/29/2021 Work Session Minutes: *Motion by Church-McHugh with support by Flynn to approve the 12/21/2021 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 Williams to approve the financial reports as presented. Approved.*

Review of Bills Paid: *Motion by LundBorg with support by Jaeb to accept the bills paid from December 21, 2021 through January 18, 2022 as presented (\$4387.14). Approved.*

Board Continuing Education: The Board viewed the first segment of *Short Takes for Trustees*.

- Trustees govern. Directors manage.
- PTL needs to indemnify board members. Include in by-laws.
- Never get between Director and Staff.
- Ethics
 - Duty of Call (Be informed).
 - Duty of Loyalty (Library comes first).
 - Duty of Obedience (Mission comes first. Board speaks with one voice).

Director's Report: Report in packet. Barker discussed her report.

- **Grants –**
 - Barker reviewed the MI-83 Technology and the MI-83 Library Connection grants the PTL received.

- **Partnering with MDHHS** – The PTL is partnering with MDHHS to distribute COVID-19 self-tests. Last week the library distributed 300 tests to local residents.
- **Partnering with Northwest Michigan Health Services** – The PTL held its fourth COVID Clinic. Waiting for NWMHS to schedule our next clinic.
- **LOM Annual State Aid Survey** - Barker filed the survey on January 6, 2022.
- **Adult Winter Reading Program** – The program has a much smaller turnout which is probably related to continuing COVID concerns.
- **Pre-school Story Time** – The program has been moved to Wednesdays at 1:30 PM because the previous time was not aligned with Pentwater School’s pre-school schedule. Liz Hernandez will head Story Time.
- **Library Book Clubs** – Both book clubs sponsored by the PTL are back but with a reduced attendance.

Committee Reports:

- **Personnel Committee -**

- Management Consultation –
 - Carol Triebel has volunteered her services as a consultant to address our personnel issues. She will schedule separate meetings with Barker, individual staff members and individual Trustees. She will provide support tools for Barker and will provide an assessment with employees and with the leadership. Barker will provide the Board with reports on what is needed. *Motion by LundBorg with support by Church-McHugh to engage Carol Triebel at no cost as our management consultant. Approved.*
- Director’s Evaluation – Tabled until the February meeting.
- Salary Recommendations – Tabled until the February meeting.

_Policy Committee -

- Revoke Capital Asset Policy – Need to revoke the motion made at the December meeting since the policy was adopted with changes at the October meeting. *Motion by Church-McHugh with support by Williams to revoke the motion made to adopt the Capital Asset Policy at the 12/21/21 meeting. Approved.* Policy stands as adopted on 10/19/21.
- Harassment Policy – Tabled until it can be discussed at work session.
- Ethics Policy – First reading.

Finance Committee – The Budget Hearing was rescheduled to February 15 @ 5:30 PM.

Continuing Business:

- **Budget Public Hearing** – Rescheduled to February 15, 2022.
- **Investing in Bonds** – LundBorg met with Austin Garcia and he will be scheduled to address the Board sometime after the February meeting.
- **Committee Appointments** –
 - Personnel – Jaeb, Flynn and Gwillim.
 - Policy – LundBorg.
 - Finance – Church-McHugh.
 - Public Relations – Williams and Flynn. Consider calling it “Advocacy Committee”.
 - B&G – Committee of the Whole.

New Business:

- **Resignations and Plans to Move Forward –**
 - Tyler Quinn and Betsy Bouye have submitted their resignations.
 - Considering increasing hours of current employees.
 - Hiring one new employee for 32 hours a week. Looking for previous library experience and the qualifications to obtain certification for Class 1 library. Put a pay range in the ad. Will discuss salary at upcoming work session.

Other Business to Come Before the Board: None

Agenda Items for Upcoming Meeting:

- Budget Hearing.
- Adopt Budget for 22-23.
- Status of Staff Vacancies.
- Adopt Pay Scales, Hours and Bonuses.
- Continuing Ed for Trustees.
- Update from Management Consultant.
- Harassment Policy Ethics Policy – Second reading.
- Investing in Bonds.

To Do:

- LundBorg to schedule date with Austin Garcia.
- Personnel Committee to bring back Harassment Policy.
- Continue work on Personnel Manual.
- Work Session on Thursday, Feb. 3rd at 5:30 PM.

Next Meeting: The next regular PTL Board meeting will be held on Tuesday, February 15, 2021 at 5:30 PM. The Budget Hearing will precede the regular meeting of the Board.

Adjournment: *Motion by Jaeb with support by Williams to adjourn.* The meeting was adjourned at 7:40 PM.

Signed: _____

Joan T. LundBorg, Board Secretary