

Pentwater Township Library
Regular Monthly Board of Trustee Meeting 1/17/23
DRAFT MINUTES
January 17, 2023

Call to order: Meeting was called to order at 5:35 pm by Valerie Church-McHugh

Roll call: Present Joan LundBorg, Amber Jaeb, Valerie Church-McHugh, Kendra Flynn.

Absent – Melissa Williams and Jennifer Gwillim

Also in attendance: Mary Barker, Director and Carol Feltes representing Friends of the Library.

Approval of Agenda: Suggestion from board to move director's evaluation to the last agenda item and to move Friends to after Approval of Bills. *Motion by Flynn with support by LundBorg to approve the agenda as amended. Approved*

Approval of Minutes: *Motion by Flynn with support by Church-McHugh to approve minutes from the regular monthly board meeting on December 6, 2023. Approved.*

Treasurer's report: December finance report submitted by Williams included in the packet. Report was reviewed by director. *Motion to approve report as amended by Flynn with support by LundBorg. Approved.*

Approval of bills: *Motion by LundBorg with support by Jaeb to accept bills paid as submitted. Approved.*

Friends: Presented by Carol Feltes. First meeting of Friends of the Library was planning and establishing the group roles/assignments. Plans to clarify how Friends interact and work with both the board and the library staff. Plans for a recruitment campaign but first needs to establish with Mary what the library needs are. Three main goals for the Friends group: fund raising, supporting and helping to put on programs/events/advocacy. Friends group will be meeting Monday afternoons at 3:00 pm. Dues will be discussed in the future. A Board member will be assigned to attend Friends meetings to act as a liaison. Board will share action plan with Friends group.

Director's report: Included in packet and was reviewed by Mary Barker, Director.

Committee Reports:

Policy: none

Finance: Bank signatory resolution 2023-1. *Motion by LundBorg with support by Church-McHugh to resolve so that that President and Treasurer sign for Board finances. Roll call: Church-McHugh-yes, Flynn-yes, LundBorg-yes, Jaeb-yes. Approved.* Bank signatory resolution form signed by Secretary and President.

Community Outreach/Advocacy: Flynn and Mary Barker met with Village Recreation Director Katie Anderson to discuss ways they could collaborate on holiday or after school activities in the future. Collaboration for summer programming was also discussed as well as Katie stating she plans to add library events to Community Rec Facebook page. Katie willing to host events at Park Place.

Government meetings: none

Village: Flynn attended and will continue attend as available moving forward.

Township: Church-McHugh attended and will continue to attend as available moving forward.

Continuing business:

Test and Go Kiosks – we will not be getting them

Strategic Plan action plans – grid prepared by Church-McHugh and included in packet.

Board members and Director to start reviewing and brainstorming ideas.

Narcan – Kits have arrived and staff will attend online trainings

New Business:

New Committees – Committees were appointed by President. Williams and Flynn to finance committee. Church-McHugh leaving finance committee. Others will stay the same.

Read Early Read Often – Church-McHugh and Director attended a meeting last week.

Director collaborating with these programs to bring awareness of what each are offering.

Board trainings – Document included in packet, courses need to be registered for ahead of time.

Michigan minimum raise increase – Minimum wage is increasing because of prior policy initiative. Director promoting salary increases to get staff to at least the new minimum wage. *Motion by Flynn with support by LundBorg to raise the hourly rate for any employee who does not meet the minimum hourly rate (as decided by the board) to \$13.29 effective next pay period. Roll call: Church-McHugh-yes, Flynn-yes, LundBorg-yes, Jaeb-yes. Approved.*

Budget – Proposed budget included in packet. Any questions need to be addressed with Director by February budget hearing meeting.

Other business to come before the board: none

Public Comment: none

Committee reports (continued):

Personnel Committee: Director evaluation.

Director asked to go into closed session to review evaluation. *Motion by Lundborg with support by Flynn to move to closed session. Approved.*

Adjournment: *Motion to adjourn by Lundborg with support by Jaeb. Approved.* Adjournment at 7:12 pm

Call to order: Meeting reopened and called to order at 7:30 pm by Church-McHugh.

Director evaluation: *Motion by Flynn with support by Lundborg to approve director evaluation as presented. Approved*

Next Meeting: February 21, 2023 at 5:30 pm

Adjournment: *Motion to adjourn by Lundbog with support by Flynn. Approved.* Adjournment at 7:36 pm.

DRAFT submitted: 1/18/23

Amber Jaeb, Secretary