

Pentwater Township Library Board
Regular Monthly Meeting
Minutes
07/20/2020

Call to Order: The regular monthly board meeting at the Friendship Center shelter was called to order at 5:00 PM by Board President Kendra Flynn.

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

Also Present: Mary Barker, Director PTL.

Approval of Agenda: Additional items: Under New Business add Dumpster. Under Other Business add Staff Request for Unpaid Leave and Resignation Letter. Under Continuing Business add Fine Free Libraries. *Motion by LundBorg with support by Maguire to approve the agenda as amended. Approved.*

Approval of the 06/12/2020 Minutes: *Motion by Church-McHugh with support by Peterson to approve minutes of 06/12/2020 as written. Approved.*

Treasurer's Report: Reports included in packet. Ended FY 2019-2020 in good shape. Expenses were down due COVID. The negative Property Tax entry will be corrected. Still waiting on access to CFOC fund. *Motion by LundBorg with support by McHugh to accept the finance reports as presented.*

Review of Bills Paid: Report on bills paid (March 9 through May 19) needs to be broken down by FY. LeTarte will present next month. *Motion by LeTarte with support by Maguire to accept the bills paid between 06/17/2020 and 07/20/2020 as presented. Approved.*

Director's Report: Written report included in packet.

- **COVID Impact** – PTL staff and members of their families were recently tested for COVID and they were instructed to self-quarantine until results were released. All results were negative but staff continues to have concerns for safety. Barker to have staff meetings on COVID and how it impacts library services and individuals. Continuing with phased-in approach to reopening. Still looking for ways to isolate.
- **Drop Box** – A new exterior drop box has been installed and access to the old drop box has been locked down.
- **State Aid** – State sent out checks early due to concern about upcoming state budget.
- **Penal Fines** – Check received reflected anticipated reduction due to impact of COVID.
- **Grants** - A portion of the MI Humanities Grant used to purchase drop box. Waiting on two grants through the LOM Cares Act funding.

- **SRP** – Training lag is causing issues with offering the SRP but Barker hopes to use the same technology with the 1000 BBK program.
- **Audit** – New auditor is using email and pdf reports instead of on-site presence. Our accounting firm is assisting with providing the information requested.
- **Irrigation System** - Has been repaired.
- **Constant Contact** – Barker is still working on implementing program.
- **Donation** - Recent memorial gifts are designated for computers. LeTarte indicated since it is a restricted gift a separate line item should be created.

Committee Reports:

- **Policy Committee** –
 - Personal Behavior Policy (second reading) – *Motion by McHugh with support by Peterson to approve the amended Personal Behavior Policy. Approved.*

Continuing Business:

- **Truth in Taxation Hearing** – Barker still has not heard back from the Township.
- **Outdoor Project RFP** – Flynn and McHugh met and developed a plan to have gradual outdoor construction plan: 1) New soffits; 2) Sidewalks; 3) Paint Building; and 4) Construction. Since the impact of the COVID-19 crisis on the budget is unknown address only urgent needs at this time. *Motion by LundBorg with support by LeTarte to request three bids for soffit replacement and to repair the drainage issue on the entrance sidewalk. Motion approved with Flynn and McHugh casting No votes.* LundBorg asked if her husband could remove the two large shrubs at the street side exit could be removed to open up the appearance of the building. Barker will get back to her after looking at the proposed landscape plan.
- **Drop Box** – See Director's Report.
- **Grants** – See Director's Report.
- **Smoke Detector Malfunction** – The smoke detector has been repaired but Blackmer is looking into the battery issue with the emergency lights. May need new lights.
- **Fine Free Libraries** – Still not charging fines due to COVID. Review when normal operations resume. Also assess stats on items not returned during the period of no fines.

New Business:

- **Phases of Re-opening** – Barker reports they are now in Phase 3. Will assess open hours as they proceed with curbside delivery. Copying service needed in Pentwater. Barker considering offering limited copying service. Items to be printed would need to be emailed in and then handed off through curbside delivery.
- **Certificate of Deposit** – LeTarte reported a CD is now in the 10-day grace period for redemption. CD rates are extremely low. The money would be tied up and not available if we decide to move forward with construction project. She recommends

cashing out the CD (about \$60K) and putting it in the West Shore Money Market account. *Motion by LeTarte with support by Maguire to cash out the CD and move it into the West Shore Money Market account. Motion Approved.*

- **Dumpster** – Concern over the placement and condition of the dumpster. Will Friendship Center actually need a dumpster. Flynn to contact Village to see if it can be removed.

Other Items to Come Before the Board:

- **Request for Unpaid Leave of Absence-** Tammy Hammerle has requested 43.5 hours of leave without pay due to upcoming surgery on September 25th. Hours requested will be used after using vacation and sick leave hours. *Motion by LeTarte with support by LundBorg to approve Hammerle's request for 43.5 hours of unpaid leave. Approved.*
- **Letter of Resignation** – Barker received a letter of resignation from Tammy Bailey dated July 8, 2020.
- **Signage** – LeTarte requested we look into outdoor signage. New project for the Friends' Group? Agenda item for next meeting.

Agenda Items for Next Meeting:

- Update on Re-Opening Phase.
- Present Bills Paid between 03/09/2020 and 05/19/2020.
- Sick Pay Start Date
- Outdoor Signage
- Bids on soffit replacement.
- Repair of sidewalk at front entrance.
- Moving Budget Process to January/February
- Truth in Taxation Hearing Update
- Emergency Lighting Update.

Next Meeting: The next regular monthly meeting will be held on Tuesday, August 18th at 5 PM.

Adjournment: The meeting was adjourned at 6:17 PM.

Signed: _____

Joan T. LundBorg, Board Secretary