

**Pentwater Township Library Board
Regular Monthly Meeting
Minutes
07/20/2021**

Call to Order: The regular monthly board meeting was held at the PTL and was called to order at 5:30 PM by Board President Kendra Flynn.

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

Also Present: Mary Barker, Director PTL.

Guests: None

Approval of Agenda: Under Approval of Minutes add *B&G Minutes of 06/24/2021*. Motion by Jaeb with support by Gwillim to approve the agenda as amended. Approved.

Approval of the 06/15/2021 Board Meeting Minutes: Under Next Meeting change to July, 20 at 5:30 PM. *Motion by Jaeb with support by Gwillim to approve minutes of 06/15/2021 as amended. Approved.*

Approval of the 06/24/2021 Building & Grounds Committee Meeting Minutes: Tabled.

Treasurer's Report: Finance Reports included in packet. *Motion by LundBorg with support by Jaeb to approve the financial reports as presented. Approved.*

Review of Bills Paid: *Motion by LundBorg with support by Williams to accept the bills paid from June 16 through July 19 as presented (\$8608.36). Approved.*

Director's Report: Report in packet.

- Road project to be completed by August 22nd.
- Barker talked with the construction workers and they would be willing to removed entire front sidewalk. Concerns expresses about maintaining ADA standards. By consensus have them replace the concrete at the end of the sidewalk and the removal of the sidewalk will be addressed once we move forward with exterior project.
- No change on the Village's plan to reseal and restripe during the road construction.
- The Director of the MMLL is applying for Emergency Connectivity funds for 25 libraries, including the PTL. Barker is requesting funds to purchase: 2 laptops, 4 Chrome tablets, 4 hotspots, and 4 wi-fi accounts.
- Received letter from Rep. Bumstead about the Summer Arts Grant.
- Summer activities for the kids are in full swing.

- The Go-Bags and Binge Boxes are very successful.
- MMLL has arranged for us to offer the EAP program to our staff members for \$12 a year. The EAP is a counseling program available 24/7/365.
- MMLL also negotiated with BookPage for a reduced rate to member libraries.

Committee Reports:

- **Building & Grounds Committee -**
 - **Community Garden –**
 - Zoom meeting with Mark Trierweiler scheduled for 09/10/2021 at 3 PM. Barker to check to see if we could meet at the library.
 - **Construction –**
 - Josh suggested capital campaign not take place at the same time we are asking for Headlee override.
 - Consider addressing maintenance items first and not having capital campaign at this time. Develop task list and budget for maintenance.
 - *Motion by LundBorg with support by Jaeb to work on maintenance issues and not address the construction project at this time. Approved.*
 - Barker to notify Heirloom of our decision.

Continuing Business:

- **Emergency Lighting Update –** No action at this point. Consider contacting Ken Stotler or Brian Aerts (if they are licensed).
- **Foster Swift Millage Attorney-**
 - Anne Seuryck is agreeable to working with us for upcoming millage.
 - Barker sent her info on previous local elections as a baseline.
- **Projection of Salaries –** Included in packet. Need to address wages. Jaeb suggested merit-based pay raises or consider year-end bonuses based on longevity. Barker says we are currently aligned with other libraries our size.

New Business:

- **Board Resolution #2 for FCC Grant -**
 - More details on CIPA needed. No time-frame. Probably before September.
- **New Positions –**
 - At-will staff member was fired last week with cause.
 - Barker posted a position to replace Tammy Bailey. Position was filled by Tyler Quinn, a recent graduate of Michigan Tech who will start on August 22nd. Work week will be 20.5 hours. Starting pay \$9.65.
 - This week Barker received a resignation letter from Kelly Simmons effective August 9th. She is moving out of the area. Flynn will send her a card from the Board.
 - Barker still needs to add two staff members.

Board Comments: None

Agenda Items for Upcoming Meeting:

- Update on Emergency Lighting.
- Update on Community Garden.
- Millage Discussion.
- Update on Heirloom.
- Status of Filling Staff Vacancies
- Continue Discussion on Pay Scales and Bonuses.

To Do:

- Barker to contact Heirloom.
- Barker to check to see if meeting with Trierweiler can be held in the PTL.
- Flynn to send Kelly Simmons a card.

Next Meeting: The next regular PTL Board meeting will be held on Tuesday, August 17, 2021 at 5:30PM.

Adjournment: *Motion by Williams with support by LundBorg to adjourn the meeting. Approved. The meeting was adjourned at 7:05 PM.*

Signed: _____

Joan T. LundBorg, Board Secretary