

**Pentwater Township Library Board**  
**Regular Monthly Meeting**  
**Minutes**  
07/19/2022

**Call to Order:** The regular monthly board meeting was held at the PTL and was called to order at 5:32 PM by Board President Kendra Flynn.

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

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

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

**Approval of the 06/21/2022 Board Meeting Minutes:** Under Next Meeting add 19th to the date. Motion by Gwillim with support by Church-McHugh to approve minutes of 06/21/2022 as amended. Approved.

**Treasurer’s Report – June Finance Report:** Finance Reports included in packet. Church-McHugh reviewed the reports.

- \$504,862.15 in fund balances.
- Finance Committee met and decided to invite another investment advisor to discuss bonds.
- We have expended 25% of budget.
- Barker will be getting electronic reports from now on.
- *Motion by Church-McHugh with support by LundBorg to approve up to 25% of total to invest in bonds. Decide at each rollover whether to reinvest. Roll Call vote: Yes – Flynn, Church-McHugh, Gwillim, Williams and LundBorg. No – None. Approved.*
- *Motion by Flynn with support by Gwillim to approve the financial report as presented. Approved.*

**Review of Bills Paid:** Motion by LundBorg with support by Gwillim to accept the bills paid from June 22, 2022 through July 19, 2022 as presented (\$3928.88). Approved.

**Director’s Report & Stats:** Report and stats in packet. Barker discussed her report.

- The auditor stopped in and we are no longer dividing bills to account for them on a monthly basis, no prepaid monthly dividing.
- Open House – 17 organizations participated and 102 people attended the event. Surveyed participants and received 8 responses.
- PTL received a grant for \$1750 from the Gerber Foundation.
- Barker to send out weekly emails about the SRP.
- The Director of MMLL is retiring. The position has been posted.

- Staff will be participating in the mental health training program offered by Spectrum Health.
- MLA will be receiving an extra \$500,000 in State Aid funding.
- Penal fines received (\$7000) is way below our usual (\$12,000). Barker will find out what caused the reduction.
- Olympic Gold Medalist, Nick Baumgartner, will be coming to the PTL during Homecoming Week for a special program.
- Planning for Fall and Christmas pop-ups after school.

### **Committee Reports:**

- **Policy Committee -**
  - **Review the By-laws:** Board Officer Succession Plan at the work session on August 2, 2022. *Motion by Church-McHugh to have work session/committee meetings on the first Tuesday of each month. Approved.*
  - **Laptop and Wi-Fi Hotspot Lending Program Policy** – Second Reading. Train staff how to respond to non-residents wanting to check out equipment. *Motion by Church-McHugh to approved the Laptop & Wi-Fi- policy. Approved.*
  - **Fund Balance Policy** – Second Reading. *Motion by Church-McHugh with support by LundBorg to approved the Fund Balance policy. Approved.*
  - **Whistleblower Policy** – Second Reading. Table until next meeting. Question on raising a concern to the Executive Committee.
- **Finance Committee –**
  - Flynn contacted VanGuard about bonds but recommends we keep it local.
  - Church-McHugh will talk with James Stovall at SSB.
- **Personnel Committee** – No report.
- **Community Outreach and Advocacy –**
  - Church-McHugh attend both the Township and the Village Council meetings.
  - LundBorg will talk with Eric Smith at MCDL about truth in taxation.

### **Continuing Business:**

- **Investing in Bonds** – Will reschedule discussion with SSB Financial Advisor.
- **Truth in Taxation –**
  - Shelby Library is going for a millage renewal.
  - Shelby Friends of the Library are conducting the Vote Yes campaign.
  - Used Anne Suerynck for legal questions.
- **Millage – Next Steps -**
  - Barker will contact other libraries after election for consultant information.
- **Building Maintenance -**
  - Looking into bid process.

- Spring or summer 2023
- **Establish Additional Meeting Dates** – See above.

**New Business:** None

**Other Business:**

- MMLL will have an additional \$10,000 in grant money.
- Expecting additional grant funds from State.
- Employee Assistance Program may be eliminated due to poor response.
- Need coordination of Little Libraries in the county.
- Concern over rumors of enlarging Community Garden.

**Next Meeting:** The next regular PTL Board meeting will be held on Tuesday, August 16th at 5:30 PM. A work session will be held on August 2nd at 5:30 pm.

**Adjournment:** Motion by Church-McHugh with support by Gwillim to adjourn the meeting. The meeting was adjourned at 6:55 PM.

Date: \_\_\_\_\_

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

Joan T. LundBorg, Board Secretary