

Pentwater Township Library Board
Regular Monthly Meeting
Minutes
06/12/2020

Call to Order: The regular monthly board meeting at the PTL was called to order at 1:00 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: *Motion by Church-McHugh with support by Maguire to approve the agenda as presented. Approved.*

Approval of the 05/19/2020 Minutes: Correct the date of the next meeting. *Motion by Church-McHugh with support by LeTarte to approve minutes of 05/19/2020 as amended. Approved.*

Treasurer's Report: No formal report presented. LeTarte will present next month.

Review of Bills Paid: Did not approve the bills paid at the May meeting. LeTarte will present next month. *Motion by Church-McHugh with support by Maguire to approve the bills paid between 05/19/2020 and 06/12/2020 as presented. Approved.*

Director's Report: Written report included in packet.

- **Grants** – PTL received \$4300 from MI Humanities grant to help with expenses during closure. Recently submitted application to LOM Cares Act for PPE supplies and Internet capable devices. Requested \$1500. Did not qualify for the hot spot funding.
- **Staff Meetings** – Barker continues to hold weekly staff meetings via Zoom.
- **PPE Supplies** – Cleaning/sanitizing supplies and personal safety equipment have been purchased.

Committee Reports:

- **Policy Committee** –
 - Meeting Room Policy (second reading) - *Motion by Church-McHugh with support by Peterson to approve the policy as presented. Approved.*
 - Smoke Free Policy (second reading) – *Motion by LeTarte with support by Maguire to approve the policy as presented. Approved.*
 - Personal Behavior Policy (first reading) – LundBorg to follow up on the safety of requiring masks on children under 2 years of age.
 - LundBorg to look into a Zoom policy.

Continuing Business:

- **Overdue Fine Free Libraries** – Discussion postponed.
- **Truth in Taxation Hearing** – Barker has not heard back from the Township.
- **Outdoor Project RFP** – Since the impact of the COVID-19 crisis on the budget is unknown address only urgent needs at this time. Barker reports the carpenter bees are back and will call the exterminator.

New Business:

- **COVID-19 Preparedness and Response Plan** – *Motion by LundBorg with support by Church-McHugh to approve the COVID-19 Response Plan as presented. Approved.*
- **PTL Re-Opening Plan** – *Motion by LundBorg with support by Peterson to approve the plan as presented. Approved. Publicize the phased in reopening in the newsletter and on social media. Notify the Chamber of the plans.*
- **Drop Box**- Barker would like to purchase an exterior drop box for the safety of the staff. *Motion by LeTarte with support by Church-McHugh authorizing the purchase of an exterior drop box (including installation) not to exceed \$8000. Roll Call vote: YES – Peterson, LeTarte, Church-McHugh, Maguire, Flynn and LundBorg. No – None. Approved.*
- **Grants** – See Director's Report.
- **Smoke Detector Malfunction** – Earlier this week the alarm system went off unexpectedly and the system had to be disarmed. Blackmer will make the repairs and he indicated battery back-up systems are now required. Barker will purchase several stand-alone smoke alarms until the system can be repaired.

Agenda Items for Next Meeting:

- Present financial report for May in addition to June.
- Present Bills Paid between 03/09/2020 and 05/19/2020.
- Sick Pay Start Date
- Moving Budget Process to January/February
- Personal Behavior Policy (Second Reading)
- Truth in Taxation Hearing Update
- Fine Free Libraries (Continuing Discussion)

Next Meeting: The next regular monthly meeting will be held on Tuesday, July 21 at 5 PM.

Adjournment: The meeting was adjourned at 2:08 PM.

Signed: _____

Joan T. LundBorg, Board Secretary