

**Pentwater Township Library Board  
Regular Monthly Meeting  
Minutes  
06/15/2021**

**Call to Order:** The regular monthly board meeting was held at the PTL and was called to order at 5:05 PM by Board President Kendra Flynn.

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

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

**Guests:** None

**Approval of Agenda:** Under Continuing Business add *Signators* and under New Business add *Truth and Taxation*. Motion by LundBorg with support by Church-McHugh to approve the agenda as amended. Approved.

**Approval of the 05/18/2021 Board Meeting Minutes:** *Motion by Church-McHugh with support by Jaeb to approve minutes of 05/18/21 as presented. Approved.*

**Approval of the 05/27/2021 Building & Grounds Committee Meeting Minutes:** Motion by Church-McHugh with support by Williams to approve minutes of 05/27/21 as presented. Approved.

**Treasurer's Report:** Finance Reports included in packet. Church-McHugh reviewed the reports. *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 Church-McHugh to accept the bills paid from May 18 through June 16 as presented (\$9371.81). Approved.*

**Director's Report:** Report in packet.

- Received \$690 from PAR Plan grant to purchase bollards in order to move drop box.
- Applying for the second round of the MI Humanities HOPE grant. Asking for \$7800 to pay for a replacement of a staff member that left last year. Grant would pay for a staff member working 24 hours a week for 30 weeks.
- Activities for MMLL mini grant have been completed. Now asking for reimbursement.
- LOM recovery grant will be used to purchase hot spots that can be placed around the PTL service area.
- Park Street construction is process.
- Summer Art Program will offer 20 different projects.
- Summer Reading Program starts next week.

- Sealcoat/stripping is scheduled for July 12<sup>th</sup>. Barker will speak with Village Manager about the layout.
- eMagazines are now available.

#### **Committee Reports:**

- **Building & Grounds Committee -**
  - **Community Garden –**
    - Put up traffic cones to prevent tripping.
  - **Heirloom Construction -**
    - Need date for next meeting with Heirloom. See if Josh can meet on June 29<sup>th</sup> at 1:00 PM.
    - May work as a committee of the whole. LundBorg will check into it.

#### **Continuing Business:**

- **Emergency Lighting Update –** No action at this point.
- **Update on Phased in Opening –**
  - Barker is ready to return to normal operations.
  - Masks will only be required for those who are not vaccinated.
  - MiOSHA allows maintaining vaccination records on employees.
- **Foster Swift Millage Attorney-**
  - Barker will set up appointment ASAP with Anne Seuryneck.
  - Barker, LundBorg and Church-McHugh will represent PTL.
- **Projection of Salaries –** Barker is still working on report.
- **Signators –**
  - LundBorg to research policies on signators.
  - Current signators are the Township Clerk, Township Treasurer and the PTL Treasurer
  - Checks currently require one signature.

#### **New Business:**

- **Truth in Taxation -**
  - Barker will check with Township Clerk on date of the required public meeting.
- **Grant Resolutions –** Barker would like two resolutions in support of applying for grants
  - Resolution 2021-1: Motion by LundBorg with support by Jaeb to approve Resolution 2021-1 to apply for the MIHumanities HOPE grant. Approved.
  - Resolution 2021-2: Motion by LundBorg with support by Church-McHugh to approve Resolution 2021-2 to apply for FCC grant. Approved.

#### **Board Comments:**

- Audit will take place in July.
- Due to the summer work schedule need to move the board meetings to 5:30 PM. *Motion by Church-McHugh with support by Jaeb to move the meetings to 5:30 PM. Approved.*

**Agenda Items for Upcoming Meeting:**

- Update on COVID Reopening Phase.
- Update on Emergency Lighting.
- Update on Community Garden.
- Millage Discussion.
- Update on Heirloom.
- Salary Projections.

**To Do:**

- Meeting with Heirloom.
- Meeting with Anne Seuryneck.
- Salary Projections.

**Next Meeting:** The next regular PTL Board meeting will be held on Tuesday, June 15, 2021 at 5PM.

**Adjournment:** *Motion by Church-McHugh with support by LundBorg to adjourn the meeting.*  
*Approved.* The meeting was adjourned at 5:20 PM.

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

Joan T. LundBorg, Board Secretary