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.

- 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/striping is scheduled for July 12th. Barker will speak with Village Manager about the layout.
• eMagazines are now available.

Committee Reports:
• Building & Grounds Committee -
  o Community Garden –
    ▪ Put up traffic cones to prevent tripping.
  o Heirloom Construction -
    ▪ Need date for next meeting with Heirloom. See if Josh can meet on June 29th 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 –
  o Barker is ready to return to normal operations.
  o Masks will only be required for those who are not vaccinated.
  o MiOSHA allows maintaining vaccination records on employees.
• Foster Swift Millage Attorney-
  o Barker will set up appointment ASAP with Anne Seurynck.
  o Barker, Lundborg and Church-McHugh will represent PTL.
• Projection of Salaries – Barker is still working on report.
• Signators –
  o Lundborg to research policies on signators.
  o Current signators are the Township Clerk, Township Treasurer and the PTL Treasurer
  o Checks currently require one signature.

New Business:
• Truth in Taxation -
  o 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
  o Resolution 2021-1: Motion by Lundborg with support by Jaeb to approve Resolution 2021-1 to apply for the MIHumanities HOPE grant. Approved.
  o 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 Seurynck.
- 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