

**Pentwater Township Library Board  
Regular Monthly Meeting  
Minutes  
06/21/2022**

**Call to Order:** The regular monthly board meeting was held at the PTL and was called to order at 5:34 PM by Board President Kendra Flynn.

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

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

**Guests:** Carol Triebel, Consultant.

**Approval of Agenda:** Under Committee/Carol Triebel add Formal Adoption of Framework for Strategic Plan. Under New Business add Establishing Additional Meeting Dates. *Motion by LundBorg with support by Gwillim to approve the agenda as amended. Approved.*

**Approval of the 05/17/2022 Board Meeting Minutes:** Correct Roll Call: Lissa Williams present not absent. Correct Cash Holdings to \$547,710.71. *Motion by Gwillim with support by McHugh to approve minutes of 05/17/2022 as amended. Approved.*

**Approval of the 06/13/2022 Work Session Minutes:** *Motion by Gwillim with support by Flynn to approve the 06/13/2022 Work Session minutes as presented. Approved.*

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

- Church-McHugh added Less Pre-Paid Expense, a new column under Fund Balances.
- Church-McHugh contacted Austin Garcia as a follow up to his presentation last month.
  - Not commissioned-based.
  - \$1 per thousand invested.
  - Recommends 25% as bonds.
- *Motion by Gwillim with support by LundBorg to approve the June financial report as presented. Approved.*

**Review of Bills Paid:** *Motion by Church-McHugh with support by Gwillim to accept the bills paid from May 17, 2022 through June 21, 2022 as presented (\$6,408.74). Approved.*

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

- Open House – 17 organizations participated and 102 people attended the event. Survey participants.
- MI Library NOW is a statewide campaign to promote e-collection and new equipment.
- MMLL Open House is on September 15<sup>th</sup> from 10 AM – 2 PM at Caberfae. Barker would like to close the library so all staff members can attend. Trustees are also invited. *Motion by LundBorg with support by Gwillim to close the library on September 15th so staff can attend the MMLL Annual Meeting. Approved.*

- The Seed Library has been used by 30 people to date.
- LOM received extra funding from Rescue Funds. With this round we will receive collections on work-force trades and girls' STEM.

### **Committee Reports:**

- **Consultant -**
  - Summary of all committee duties and responsibilities.
  - Summary of Strategic Planning.
  - In order to move forward Triebel suggested a formal adoption of the framework of the plan.
  - *Motion by LundBorg with support by Gwillim to approve the framework of the Strategic Plan. Approved.*
  - Triebel suggested that our next work session each trustee be given 5 sticky notes to prioritize the actions. Then keep moving forward.
  - Closing out committee work on responsibilities.
  - Personnel Committee is more oversight.
  - Update committee responsibilities like Church-McHugh submitted.
  - Triebel suggested we put in place a mechanism for automatic succession.
  - Triebel suggested we work on the distribution of training. The more you know - the better advocates.
  - Triebel closed out her work with the Board. Board thanked her for all the help she has given Barker, the staff and the Board.
- **Policy Committee –**
  - Fraud Risk Management Policy - Second Reading
    - *Motion by Church-McHugh with support by Gwillim to adopt the Fraud Risk Management Policy as presented. Approved.*
  - Bylaws – Board Officer Succession Policy – First Reading.
    - Concern on having new board member enter as Secretary.
    - Hesitate to have term limits.
    - Aspiration to bring in new board member every cycle.
    - Discuss Board officer rotation.
    - Final committee responsibilities.
    - Board suggested holding a separate meeting to discuss.
  - Laptop and Hotspot Lending Program Policy – First Reading.
    - Train staff how to respond to people who are not eligible to check out equipment.
  - Whistleblower Policy – First Reading.
  - Fund Balance Policy – First Reading.
- Finance Committee -
- Personnel Committee -
- Community Outreach/Advocacy -

### **Continuing Business:**

- **Investing in Bonds** – See Treasurer's Report.
- **Truth in Taxation** - Hearing will be held prior to the Township meeting on July 13<sup>th</sup>.

**New Business:**

- **Millage – Next Steps**
  - *Motion by Church-McHugh with support by Gwillim to have Director research hiring a consultant for the millage election. Approved.*
- **Building Maintenance –**
  - Barker reported that the flashing is deteriorating and needs to be painted this summer.
  - Heritage said not to paint the brick.
  - Barker suggested using a shade of green paint.
  - Barker to get three bids to repair and paint.
- **Establish Additional Meeting Dates –**
  - Motion by Church-McHugh to reserve the first and third Tuesdays for meetings. No second. Church-McHugh withdrew motion. Flynn to research how to cancel if we will not meet on the 1<sup>st</sup> Tuesday before we vote on the issue.

**Other Business to Come Before the Board:**

- LundBorg and Gwillim brought information about appointed Trustees. Clare Membiela, LOM Attorney, contacted LundBorg to say the law changed in 2014. Now when a trustee is appointed, he/she must run for election at the next November election in an even number year. Therefore Gwillim, Williams and Jaeb will need to run in the November 2022 election. In effect, this will stagger our board.

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

**Adjournment:** *Motion by Gwillim with support by LundBorg to adjourn the meeting.* The meeting was adjourned at 7:17 PM.

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

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

Joan T. LundBorg, Board Secretary