

**Pentwater Township Library Board
Regular Monthly Meeting
Minutes
03/09/2020**

Call to Order: The regular monthly board meeting at the PTL was called to order at 5:39 PM by Board President Kendra Flynn.

Roll Call: Present– Kendra Flynn, Elaine LeTarte, Joan LundBorg, and Valerie Church-McHugh.
Absent – Cynthia Maguire and Nancy Peterson.

Also Present: Mary Barker, Director PTL.

Approval of Agenda: Under New Business remove Finance Projections and add Board Secretary. *Motion by Church-McHugh with support by LundBorg to approve the agenda as amended. Approved.*

Approval of the February 18, 2020 Minutes: *Motion by Church-McHugh with support by LeTarte to approve the minutes of 02 18 2020. Approved.*

Treasurer's Report: LeTarte reviewed financial reports. Delinquent taxes should be around \$9000. The accountant stated the \$10K must be shown in the current year. *Motion by Church-McHugh with support by LundBorg to accept the Treasurer's report as presented. Approved.*

Review of Bills Paid: *Motion by LeTarte with support by Church-McHugh to accept bills as paid. Approved.*

Director's Report: Written report included in packet.

- **MiHumanities Book Discussions** – The two sessions discussing *What the Eyes Don't See* were very successful.
- **Budget**– LeTarte, Hammerle and Barker developed a new more transparent, budget format.
- **Mini-Grants** – Notified today that we received \$600 for SRP from the MMLL mini-grant program.
- **Job Change** – Barker hired Kelly Tabor Simmons today to replace our newest employee who recently resigned.
- **Pop-Ups** – The staff held two successful programs on afternoons when the schools were in session for half days.
- **School Dance** – Continuing efforts for community outreach several members of the staff recently volunteered at the Valentine's Day school dance.

- **Ladies' Night Out** – In another successful community outreach evening two members of the staff attended the event that benefitted the PTO.
- **Census 2020** - PTL will remain open on April 1st until 10 PM to assure people have access to computers to complete their census reports. Library will post outdoor signs.
- **Fundraising** – Barker would like to expand our fundraising efforts beyond the current endowment fund.
- **New Friends' Group** – The first meeting drew nine people. The next meeting will be held on March 19. Barker developed a wish list for them. The Board will need to review proposed fundraising projects.
- **HumanKind Series** – The library hosted a well-attended program on the Cuban missile crisis.
- **RB Digital** – MMLL renegotiated its contract with RB Digital allowing complete access to their e-magazines and extends access to e-books.

Committee Reports:

- **Policy Committee** –
 - Emergency Procedures Policy- LundBorg presented policy. She will make recommended edits and bring back to next meeting for second reading.
- **Finance Committee** –
 - Budget Amendments FY 2019-2020 –
 - Amend the income budget line item 685: Grants by reducing it \$2300 due to duplication.
 - Amend the budget to balance spending by decreasing expense line item 740: Library Materials by \$2000 and increasing line item 801: Professional and Contractual by \$2000 which is over budget because of the attorney fee.

Motion by Church-McHugh and supported by LundBorg to approve the two budget amendments for FY 2019-2020. Approved.
 - ACH – Barker reported that payroll withholding taxes will be added to the list of ACH payments.

Continuing Business:

- **Outdoor Project RFPs** – Due to the budget planning process the RFPs are not ready to be presented. Will bring to the April meeting.

New Business:

- **Approval of Budget for Fiscal Year 2020-2021** – *Motion by LeTarte with support by Church-McHugh to approve the budget FFY 2020-2021 subject to meeting the formal governmental requirements for balanced budgets.* Roll Call: Aye- LeTarte, Church-McHugh, LundBorg and Flynn. Nay- None. Approved.
- **Budget Amendments** – See Committee Reports.

- **Fine Free Libraries** – Informational materials were included in packet. Discussed the long-term impact of eliminating fines for overdue materials. Concern about getting materials returned. Contact libraries via listserv to see if they have noticed a difference in returns. Revisit at the end of summer. Barker will conduct Amnesty Week during the upcoming National Library Week.
- **Board Secretary** – Current bylaws provide for Board Secretary. *Motion by Church-McHugh with support by LeTarte to elect LundBorg as Board Secretary.* Motion approved.

Other Business to Come Before the Board:

- Petitions for November Election – Church-McHugh distributed petitions. Flynn will check with Township Clerk regarding the date of the election indicated on the petition.
- Census – Barker reported Census Packets will be handed out at the food truck distribution on March 17th. Postcards with code should arrive between March 12-20.

Agenda Items for Next Meeting:

- RFPs for Outdoor Project. (Action Item)
- Emergency Policy (Action)
- Moving Meeting Day (Monday).
- Moving Budget Process to January/February.
- Medicare GAP Insurance.

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

Adjournment: The meeting was adjourned at 6:52 PM.

Signed: _____

Joan T. LundBorg, Board Secretary