

**Pentwater Township Library Board**  
**Budget Hearing**  
**Minutes**  
03/09/2020

**Call to Order:** The budget hearing at the PTL was called to order at 5:01 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:** *Motion by Church-McHugh with support by LeTarte to approve the agenda as presented. Approved.*

**Hearing on Proposed Budget for Fiscal Year 2020-2021:** LeTarte and Barker presented the proposed budget.

**Operating Fund**

- New format for spending reserves.
- Consider policy stating 80% cash on hand at the beginning of each fiscal year.
- Consider moving budget planning process to January and Budget Hearing to February.
- Expense Item 701: Salaries does include payout on accumulated sick pay or vacation.
- Need to decide if 3% retirement is paid on hours worked or combined worked/vacation/sick pay hours.
- Discuss if sick pay/vacation should start on January 1 or April 1.
- Barker will bring back numbers on her GAP insurance which will begin at the end of May.
- Discuss if we should budget the cost for annual maintenance check of HVAC system.
- LeTarte will check into the use of contingency funds. Move the \$2000 in the Contingency Fund to 920: Utilities and Maintenance.
- Will be spending \$15,000 more on operations in Fiscal 20-21.
- LeTarte will check to see if we can only approve a balanced budget.

**Capital Fund.**

- Transparency dictates that we approve a separate Capital Budget for any years we propose to spend Capital monies.

**Adjournment:** The meeting was adjourned at 5:38 PM.

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

Joan T. LundBorg, Board Secretary