

**Pentwater Township Library Board  
Regular Monthly Meeting  
Minutes  
03/16/2021**

**Call to Order:** The regular monthly board meeting was held at the PTL and also via Zoom. It was called to order at 5:00 PM by Board Vice-President Valerie Church-McHugh.

**Roll Call:** Present– Amber Jaeb, Joan LundBorg, Valerie Church-McHugh, Robert Kennedy (Zoom) and Lissa Williams. Absent – Kendra Flynn.

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

**Guests:** None

**Approval of Agenda:** *Motion by LundBorg with support by Jaeb to approve the agenda as presented. Approved.*

**Approval of the 02/16/21 Budget Hearing Minutes:** *Motion by Kennedy with support by Jaeb to approve minutes of 02/16/21 as presented. Approved.*

**Approval of the 02/16/21 Board Meeting Minutes:** *Motion by Williams with support by LundBorg to approve minutes of 02/16/21 as presented. Approved.*

**Treasurer's Report:** Reports included in packet.

- **Budget Amendments-** Barker reported the need for a resolution to amend several budget items in the Operating Fund as we approach the end of the current fiscal year. *Motion by LundBorg with support by Kennedy to amend the budget as follows: \$5856.00 will be transferred out of Line 101-702 Salaries & Fringes and distributed to other Line Items. Increase Line Item 101-801 Professional & Contract by \$1300; increase Line Item 101-924 Utilities and Maintenance by \$1500 and the last change will be to Line Item 101-970 Capital Outlay by \$3056. Roll Call Vote: YES – Church-McHugh, LundBorg, Williams, Jaeb and Kennedy. NO- None. Approved.*
- **Finance Reports -** *Motion by LundBorg with support by Kennedy to accept the finance reports as presented. Approved.*

**Review of Bills Paid:** *Motion by Jaeb with support by LundBorg to accept the bills paid from February 16th through March 16th as presented (\$6644.34). Approved.*

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

- Re-Opening Status – The library is now open to patrons without appointments. Asking to limit visits to 30 minutes. The computers are being updated and should be available to patrons by the end of the month.
- To Go Bags – The bags which were made possible by an anonymous donation from the Foundation's Wish List are ready to check out. Aimed at early childhood education.
- Barker has been applying for numerous grants.
- Barker and several board members attended the virtual Library Millage webinar which should soon be available to stream.
- New Chart of Accounts for government entities has been mandated by the State. Our accounting firm has made the changes required to be in compliance with the new Chart of Accounts.
- Barker also attended a virtual workshop on Accounting and Budgeting given by Plante Moran. Barker will send the link for the recording to board members.
- The staff also attended a virtual workshop on Ballot Success which explained how staff and board members should handle messaging when it comes to ballot initiatives.

**Committee Reports:**

- **Building & Grounds Committee -**
  - **Community Garden** - Barker and several members of the board met with members of the Service Club to discuss the Community garden and plans to landscape the area. We explained that some of the property in question belongs to the PTL. Williams and Church-McHugh will work on developing a plan. They will meet again with the Service Club on April 30<sup>th</sup>.
  - **Heirloom Construction** – Barker has not heard back from Heirloom.

**Continuing Business:**

- **Emergency Lighting Update** – No action at this point.
- **Update on Phased in Opening** – See Director's Report. Barker is concerned that COVID rates are increasing in our area. She will continue to review and assess the impact on library services.
- **EIN** – Township wanted PTL to use the EIN that belongs to the Township. Barker contacted attorney who explained township libraries were established by law as separate government entities and are required to operate under their own EINs. The Township Supervisor was notified.

**New Business:**

- **Grants/ARPA Funding** – Barker is looking for ideas. Considering writing a grant for home delivery for housebound patrons.
- **Millage Webinar and Upcoming Millage Calendar -**
  - Board members should review archived webinar.

- LundBorg would like input from library law attorney about going for additional millage when we have a millage in perpetuity. We want to proceed with legal direction.
- LundBorg also suggested the outdoor project should be done after millage vote.

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

- **Open Position** – Church-McHugh explained that the Board needs a Treasurer. Suggested officer positions be combined (Vice President/Secretary) until new board members become more familiar with the PTL operations. Church-McHugh has offered to be Treasurer. Discuss at April meeting.
- **Janitor Information** - Barker reported that professional janitorial services in 2018 cost the library \$18,000. Staff currently does all the cleaning.

**Agenda Items for Upcoming Meeting:**

- Update on COVID Reopening Phase.
- Update on Emergency Lighting.
- Officers on Board.
- Update on Community Garden.
- Millage Discussion.
- Update on Heirloom.

**To Do:**

- Barker and Flynn to work with Heirloom.
- Barker to send out link to Millage webinar.
- Barker to send out link to Plante Moran webinar.
- Barker to send out link to Ballot Success.

**Next Meeting:** The next regular PTL Board meeting will be held on Tuesday, April 20, 2021 at 5PM.

**Adjournment:** *Motion by LundBorg with support by Williams to adjourn the meeting. Approved. The meeting was adjourned at 6:11 PM.*

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

Joan T. LundBorg, Board Secretary