

**Pentwater Township Library Board  
Regular Monthly Meeting Via ZOOM  
Minutes  
05/19/2020**

**Call to Order:** The regular monthly board meeting via ZOOM was called to order at 5:00 PM by Board President Kendra Flynn.

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

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

**Approval of Agenda:** Under Other Business add Medical Insurance. *Motion by LundBorg with support by Church-McHugh to approve the agenda as amended. Roll Call Vote: YES – Flynn, Church-McHugh, LeTarte, LundBorg, Maguire and Peterson. NO – None. Approved.*

**Approval of the Budget Hearing Minutes (03 09 2020):** *Motion by Church-McHugh with support by LeTarte to approve the Budget Hearing minutes of 03 09 2020. Roll Call Vote: YES – Flynn, Church-McHugh, LeTarte, and LundBorg. NO – None. ABSTAIN – Maguire and Peterson. Approved.*

**Approval of the Regular Board Meeting Minutes (03 09 2020):** *Motion by Church-McHugh with support by LeTarte to approve the Regular Board meeting minutes of 03 09 2020. Roll Call Vote: YES – Flynn, Church-McHugh, LeTarte, and LundBorg. NO – None. ABSTAIN – Maguire and Peterson. Approved.*

**Approval of the Special Board Meeting Minutes (03 17 2020):** Under Budget Amendment change 2020-2011 to 2020-2021. *Motion by Church-McHugh with support by LeTarte to approve the Budget Hearing minutes of 03 09 2020 as amended. Roll Call Vote: YES – Flynn, Church-McHugh, LeTarte, LundBorg, Maguire and Peterson. NO – None. Approved.*

**Treasurer's Report:** LeTarte reviewed financial reports. We will need to review the budget once we know the future. *Motion by Church-McHugh with support by Peterson to accept the Treasurer's report as presented. Roll Call Vote: YES – Flynn, Church-McHugh, LeTarte, LundBorg, Maguire and Peterson. NO – None. Approved.*

**Review of Bills Paid:** No report available. Postponed until next meeting.

**Director's Report:** Written report included in packet.

- **Zoom Meetings** – Barker has been attending a myriad of Zoom meetings to keep informed on the impact of issues related to the COVID pandemic. The meetings have been with local leadership, LOM, MLA, regional directors, etc.
- **Staff Meetings** – Barker holds 1-2 staff meetings per week via Zoom. At this time the staff would prefer curbside delivery rather than opening up the library to patrons.
- **Re-Opening Plans** – The Director has been developing a written re-opening plan. At this point it is quite fluid. She updates it with the continual changes being recommended by the State and MLA. Prior to opening she will present the plan to the Board for approval which might require a special board meeting.
- **Reduced Hours-** The gradual phased in re-opening will require fewer staff members to be present resulting in reduced hours. By consensus at this time the PTL will continue to pay personnel for their usual hours even though they will be working reduced hours. This decision will be reviewed every month.
- **SRP-** The LOM purchased a license for all libraries to use to a conduct virtual Summer Reading Programs.

**Committee Reports:**

- **Policy Committee** –
  - Emergency Procedures Policy- Second reading. *Motion by LeTarte with support by Peterson to adopt the Emergency Procedures Policy. Roll Call Vote: YES – Flynn, Church-McHugh, LeTarte, LundBorg, Maguire and Peterson. NO – None. Approved.*
  - Meeting Room Policy – LundBorg presented an updated Meeting Room policy. No changes recommended. Bring back for second reading at next board meeting.
  - Smoke Free Policy – LundBorg presented an updated Smoke Free Policy. No changes recommended. Bring back for second reading at next board meeting.

**Continuing Business:**

- **Overdue Fine Free Libraries** – Barker recommends that the PTL eliminate overdue fines following the other libraries in the area. LeTarte is concerned about losing the mechanism for accountability to return items. She is to bring back stats regarding eliminating fines and the impact on the budget. By consensus we will not reinstate until further discussion.

**New Business:**

- **Truth in Taxation Hearing** – *Motion by LundBorg with support by LeTarte to move forward with the Truth in Taxation Hearing. Roll Call Vote: YES – Flynn, Church-McHugh, LeTarte, LundBorg, Maguire and Peterson. NO – None. Approved.*
- **Opening Library and Schedules** - See Director's Report. Publicize the phased in reopening in newsletter and on social media. Notify the Chamber of the plans.

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

- GAP Insurance – Barker is now on Medicare and would like to get a GAP plan which will cost \$191/mo. in addition to Medicare A&B. Her Blue Cross Blue Shield coverage (\$860/mo.) ends May 31<sup>st</sup>. *Motion by Church-McHugh with support by LundBorg for the Library to pay 80% of the cost of Medicare A&B and the new GAP insurance. Roll Call Vote: YES – Flynn, Church-McHugh, LeTarte, LundBorg, Maguire and Peterson. NO – None. Approved.*
- Outdoor Project – Flynn reported the RFP is on hold due to the budget unknowns due to the pandemic.
- Sick Pay – Discuss if sick pay should begin on Jan 1 or at the beginning of our fiscal year. Flynn and LeTarte will discuss with Tammy Hammerle. Put on agenda for next meeting.

**Agenda Items for Next Meeting:**

- Sick Pay Start Date
- Moving Budget Process to January/February
- Reopening Plan
- Meeting Room Policy
- Smoke Free Policy
- Truth in Taxation Hearing
- Fine Free Libraries

**Next Meeting:** The next regular monthly meeting will be held on Tuesday, June 16th at 5 PM.

**Adjournment:** The meeting was adjourned at 6:07 PM.

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

Joan T. LundBorg, Board Secretary