

**Pentwater Township Library Board  
Regular Monthly Meeting  
Minutes  
05/18/2021**

**Call to Order:** The regular monthly board meeting was held at the PTL. It was called to order at 5:05 PM by Board Vice -President Valerie Church-McHugh.

**Roll Call:** Present– Joan LundBorg, Valerie Church-McHugh and Lissa Williams. Absent – Kendra Flynn and Amber Jaeb. **QUORUM NOT ESTABLISHED.**

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

**Guests:** None

**Information-Only Items (Inquorate Meeting)**

- **Director's Report –**
  - MIOSHA still requires masks in libraries.
  - Can now purchase supplies for the Summer Arts Program with LOM grant funds.
  - Barker is submitting application to PARPLAN for the book drop bollards. Village gave us permission to use the existing cement pad for the book drop.
  - MMLL mini-grant funds were used to purchase new video equipment.
  - Park Street construction will begin in June.
  - The Village hired a company to seal and stripe the parking lot.
  - Barker is attending census training to become familiar with the databases.
  - LOM will be releasing information on how to apply for funding for connectivity.
  - MMLL will be voting on adding e-magazines to its services.
  - Barker provided circulation stats in the board packet. In the future the stats will be provided on a quarterly basis.

**Roll Call:** Amber Jaeb joined the meeting at 5:31 PM **establishing a quorum** for this meeting.

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

**Approval of the 04/20/21 Board Meeting Minutes:** *Motion by Jaeb with support by Williams to approve minutes of 04/20/21 as presented. Approved.*

**Treasurer's Report:** Finance Reports included in packet. Church-McHugh reviewed the reports. *Motion by LundBorg with support by Jaeb to approve the financial reports as presented. Approved.*

**Review of Bills Paid:** *Motion by LundBorg with support by Williams to accept the bills paid from April 20 through May 18 as presented (\$8142.58). Approved.*

**Director's Report:** Report in packet. See above for review of report.

**Committee Reports:**

- **Building & Grounds Committee -**
  - **Community Garden –**
    - Fence has been installed.
    - Williams has been working on a design.
    - Committee meeting is scheduled for this Friday, April 30<sup>th</sup>. Williams and LundBorg would like to have the meeting rescheduled since Barker and Church-McHugh cannot attend. Barker will contact Service Club to request the change.
  - **Heirloom Construction –** B&G Committee meeting with Josh scheduled for May 27<sup>th</sup> at 3:30 PM.

**Continuing Business:**

- **Emergency Lighting Update –** No action at this point.
- **Update on Phased in Opening –**
  - Barker will not be making any changes at this time.
  - Masks will be still required.
  - Jaeb will keep us advised on requirements for children ages 12-15 years.
- **Foster Swift Millage Attorney-**
  - Anne Seurnyck has agreed to work with us on the millage.
  - We will contact her when we are ready to proceed with the millage.
- **Projection of Salaries –**
  - Barker is still working on the report.
- **Health Standards –**
  - Not all staff members choose to be vaccinated.
  - Staff eating outside whenever possible.
  - When meeting room is in use, windows are opened for ventilation.

**New Business:**

- **Appointment of new Board Trustee -**
  - Previous applicants were reviewed and Jennifer Gwillim is being recommended for the opening.
  - Discussed having a diversified board.
  - Position must be filled within 45 days of the resignation by Robert Kennedy.
  - *Motion by Jaeb with support by Williams to appoint Jennifer Gwillim to the PTL Board of Trustees. Approved.*

- **Community Garden Water Problem –**
  - EGLE will not allow the Service Club to use their water source because of contamination.
  - Village will install a meter on our spicket and will not charge the PTL for the water used by the Community Garden.

**Board Comments:**

- No book sales at this time.
- Hoping to get Friends group re-established.

**Agenda Items for Upcoming Meeting:**

- Update on COVID Reopening Phase.
- Update on Emergency Lighting.
- Update on Community Garden.
- Millage Discussion.
- Update on Heirloom.
- Salary Projections.

**To Do:**

- Meeting with Heirloom.
- Flynn to talk with Zoning Administrator.
- Flynn to talk with school about summer activities.

**Next Meeting:** The next regular PTL Board meeting will be held on Tuesday, June 15, 2021 at 5PM.

**Adjournment:** The meeting was adjourned at 6:10 PM.

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

Joan T. LundBorg, Board Secretary