

**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 30th. 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 27th 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