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.


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 –
  o EGLE will not allow the Service Club to use their water source because of contamination.
  o 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