

Pentwater Township Library Board
Regular Monthly Meeting
Minutes
05/17/2022

Call to Order: The regular monthly board meeting was held at the PTL and was called to order at 5:32 PM by Board President Kendra Flynn.

Roll Call: Present– Kendra Flynn, Valerie Church-McHugh, Jennifer Gwillim, Joan LundBorg, and Amber Jaeb.
Absent: Lissa Williams.

Also Present: Mary Barker, Director PTL.

Guests: Carol Triebel, Consultant and Austin Garcia, Financial Advisor.

Approval of Agenda: Move Austin Garcia to the beginning of the agenda. Under Committees add schedule for attending the Village and Township meetings. Under Other add Pickelball. *Motion by LundBorg with support by Church-McHugh to approve the agenda as amended. Approved.*

Presentation on Investing in Bonds: Austin Garcia, Financial Advisor at West Shore Bank spoke on investing in Bonds. (Garcia left the meeting at 5:58 PM). Finance Committee and will bring back recommendations. Tie to strategic plan.

Approval of the 04/19/2022 Board Meeting Minutes: *Motion by Church-McHugh with support by Gwillim to approve minutes of 04/19/2022 as presented. Approved.*

Approval of the 04/26/2022 Work Session Minutes: *Motion by Jaeb with support by Church-McHugh to approve the 04/26/2022 Work Session minutes as presented. Approved.*

Treasurer's Report: Finance Reports included in packet. Church-McHugh reviewed the reports.

- Need to correct the amount on the Cash Holdings Report for March 2022. It should be changed from \$521,607.06 to \$547,70.71. *Motion by LundBorg with support by Jaeb to amend the March 22 financial report. Approved.*
- *Motion by LundBorg with support by Gwillim to approve the May financial report as presented. Approved.*
- Need to look at Fund Balance. Do we need a policy?

Review of Bills Paid: *Motion by LundBorg with support by Gwillim to accept the bills paid from April 20, 2022 through May 16, 2022 as presented (\$9,926.25). Approved.*

Director's Report & Stats: Report and stats in packet. Barker discussed her report.

- Considering having Naloxone injections and AED available in the library. Need to check insurance and investigate liability for individuals and library. Review the Michigan Good Samaritan law.
- Hosted open house for 75 kids – preschool through 4th grade.

Committee Reports:

- **Consultant –**
 - Carol Triebel presented a summary of her meetings with the committees and distributed the final charts.
 - She recommends we look into a policy to explain contingency funds.
 - Each committee needs to write up statement on responsibilities.
 - Bylaws will fall under the Policy Committee.
 - Triebel and Finance Committee need to meet.

Continuing Business:

- **Strategic Plan –**
 - LundBorg will attend the MCDL Board meeting to learn current status of their strategic plan.
 - Review MCDL info on their strategic planning process with their consultant.
 - Gwillim will set up date in early June for a two-hour planning session.

New Business:

- **Investing in Bonds –** See above.
- **Truth in Taxation –**
 - Need to approach Township to see if they will hold Truth in Taxation hearing.
 - Township will need a resolution from PTL.
 - *Motion by Church-McHugh with support by Gwillim for Barker to notify the Township of our request for a Truth in Taxation hearing.*

Other Business to Come Before the Board:

- LundBorg asked that the staff count the number of patrons who enter the library between 5-6 PM and 6-7 PM and maintain a report. Need to consider cutting back some of the evening hours if not viable. Must also consider the LOM requirements for hours open.
- Church-McHugh attended the Village Council meeting.
- Flynn attended the Township Council meeting.
- Flynn would like to know if the PTL could provide equipment for pickleball which could be checked out to patrons. Consider basketball and other sports equipment, too.

Next Meeting: The next regular PTL Board meeting will be held on Tuesday, June 21st at 5:30 PM. Gwillim will notify the Board as to the next work session.

Adjournment: *Motion by Gwillim with support by LundBorg to adjourn the meeting.* The meeting was adjourned at 7:15 PM.

Date: _____

Signed: _____

Joan T. LundBorg, Board Secretary