Pentwater Township Library Board
Regular Monthly Meeting
Minutes
11/17/2020

Call to Order: The regular monthly board meeting via Zoom was called to order at 5:01 PM by Board President Kendra Flynn.

Roll Call: Present– Kendra Flynn, Elaine LeTarte (not voting), Joan LundBorg, Valerie Church-McHugh and Nancy Peterson. Absent – Cynthia Maguire

Also Present: Mary Barker, Director PTL.

Guests: None

Approval of Agenda: Motion by Church-McHugh with support by Peterson to approve the Agenda as presented. Rescinded by Church-McHugh. Under New Business add Resignation. Motion by Church-McHugh with support by Peterson to approve the agenda as amended. Approved.

Approval of the 10/20/2020 Board Minutes: Motion by Peterson with support by Church-McHugh to approve minutes of 10/20/2020 as presented. Approved.

Approval of the 10/15/2020 B&G Minutes: Motion by Church-McHugh with support by Peterson to approve the 10/15/2020 B&G Committee Minutes. Approved.

Treasurer’s Report: Reports included in packet. Barker reported the Township will need a new auditor next year since the current firm will no longer be auditing townships. LeTarte explained we were 7 months into the fiscal year with 40% of budget expended due to COVID. She recommends moving the SSB CD coming due in January into the SSB Money Market account. Motion by LundBorg with support by Peterson to accept the finance reports as presented.

Review of Bills Paid: Motion by LundBorg with support by Church-McHugh to accept the bills paid from October 20th through November 16th as presented ($5306.04). Approved.

• Reopening – Due to the Emergency COVID orders the PTL will be closing down tomorrow for at least the next three weeks.
• Our Book Clubs are virtual but the PTL has been able to get their reading materials.
• MI Humanities Great Michigan Read Wrap Up - On Nov. 12th author Dr. Hannah-Attisha made a virtual visit to the area to conclude the Great Michigan Read Program. WSCC and Pentwater students participated along with library patrons. It was a well-received, motivational presentation.
• Old Records – The staff is still sorting/deleting the records that had been stored in the Village Hall according to the LOM Retention policy. All old audit reports will be retained for historical purposes.

• Community Foundation Three Wishes Program – Barker has submitted three wishes.

• Out Reach to Pentwater Schools – As a way to form a new partnership with the school, staff distributed bags of books for K-5th grade classrooms. Teachers could give each student a book or keep them in the classroom. Staff and students really appreciated the gifts.

• LEAP – Barker is attending a 6-month virtual program on how to focus on our strengths and re-engage the public after COVID. Seventy-eight libraries are participating.

Committee Reports:

• Building & Grounds Committee -
  o No date set for the next meeting.
  o Barker met with Haskell who added details to the blueprints.
  o Barker contacted Josh from Heirloom about the project and she sent him scanned copy of blue print. And she asked him what we need to make it happen.
  o Skating rink being removed by Adams. Today they filled and leveled. Fence will go up tomorrow. Kendra continues be concerned and wishes they had waited until spring.

• Finance Committee –
  o LeTarte reported the committee did not meet.
  o Presented Budget for FY 20-21.
  o Consider we are down one part-time employee.
  o No firm tax numbers available from the Township as of this date.
  o Using FY2019/2020 budget numbers for base.

At 5:36 PM our Zoom meeting was hacked. Verbal disruption of meeting. We asked him to identify himself and there was no response. By consensus removed him from Zoom at 5:38 PM.

Continuing Business:

• Emergency Lighting Update – Still no response from Blackmer. LundBorg suggested we purchase the new light fixtures.

• List of Potential Candidates – Barker and Flynn will send out updated lists.

• Update on Reopening Phase – See Director’s Report.

• Overdrive – Still waiting for a decision on RB Digital and Zinio. Will go with TLN if only available option.

• Library Stats – Huge downturn in circulation (26%) due to COVID pandemic.

• Capital Assets - Barker included an update the chart of materials list in the board packets.
New Business:

- **New Board Member Orientation Review** - The review was included in the board packet.
- **Board Resignation** – LeTarte submitted a letter of resignation effective 11/17/2020. Motion by Church-McHugh with support by LundBorg to approve the letter of resignation with regret. Approved.

Other Items to Come Before the Board:

- **Hot Spots** - Barker has been receiving inquiries about Hot Spots. LundBorg suggested she contact Jodi Nichols about grant opportunities.
- **Nancy Peterson** – This will be the last meeting Peterson attends. Request she submit a resignation ASAP.

Agenda Items for Next Meeting:

- Update on COVID Reopening Phase.
- Update on Emergency Lighting.
- Update on Proposed Budget.
- Update on Overdrive.
- List of Potential Candidates.
- Peterson Resignation.

**Next Meeting:** The next regular monthly meeting will be held on Tuesday, December 15th at 5:00 PM.

**Adjournment:** Motion by Peterson with support by Church-McHugh to adjourn meeting. Approved. The meeting was adjourned at 6:11 PM.

Signed: _______________________________

Joan T. LundBorg, Board Secretary