

**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 Rescinded by Church-McHugh.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 20<sup>th</sup> through November 16<sup>th</sup> as presented (\$5306.04). Approved.*

**Director's Report:** Report in packet.

- 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. 12<sup>th</sup> 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-5<sup>th</sup> 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 -**
  - No date set for the next meeting.
  - Barker met with Haskall who added details to the blueprints.
  - 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.
  - Skating rink being removed by Adams. Today they filled and leveled. Fence will go up tomorrow. Kendra continues to be concerned and wishes they had waited until spring.
- **Finance Committee –**
  - LeTarte reported the committee did not meet.
  - Presented Budget for FY 20-21.
  - Consider we are down one part-time employee.
  - No firm tax numbers available from the Township as of this date.
  - 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