

Pentwater Township Library Board
Regular Monthly Meeting
Minutes
11/16/2021

Call to Order: The regular monthly board meeting was held at the PTL and was called to order at 5:30 PM by Board President Kendra Flynn.

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

Also Present: Mary Barker, Director PTL.

Approval of Agenda: Add Harassment Policy (first reading) and Employee Engagement Survey under Personnel Committee and Work Session for Millage under New Business. *Motion by LundBorg with support by Gwillim to approve the agenda as amended. Approved.*

Approval of the 10/19/2021 Board Meeting Minutes: *Motion by Jaeb with support by Church-McHugh to approve minutes of 10/19/2021 as presented. Approved.* As of this date Approved Board Minutes need to be posted to web page replacing the Pending Minutes.

Approval of the 10/19/2021 Closed Session Minutes: *Motion by Church-McHugh with support by Jaeb to approve the minutes as presented. Approved.* Retain in sealed envelop for a year and a day and then shred.

Treasurer's Report: Finance Reports included in packet. Church-McHugh is now signatory on all accounts. Capital Account closed and \$55,748.15 was transferred to the West Shore Money Market account. Concern the amount in account exceeds insurance limits. LundBorg suggested we consider bonds as a new investment tool. She will invite Austin Garcia to address the Board. We currently have expended 55% of the budget. *Motion by Gwillim with support by Williams to approve the financial reports as presented. Approved.*

Review of Bills Paid: *Motion by LundBorg with support by Gwillim to accept the bills paid from October 19 through November 15 as presented (\$6,312,22). Approved.*

Director's Report: (Report included in packet)

- **Grants** – Received CARES Grant which will allow us to purchase two laptops, four Chromebooks and four hot spots. MMLL will be filing all the required reports.
- **Insurance Change** – Articulates coverage on excluding communicable diseases.
- **Garden Space and Seed Garden** – Will have at least one garden bed next summer. Hoping for two.
- **Encompass EAP** – All staff have signed up for the EAP program.
- **Penal Fines** – A new bill has been passed by the State House which will divert a portion on penal fines away from libraries.
- **Collection Development** – New titles are being delayed due to smaller publishing runs because of COVID.

Committee Reports:

- **Personnel Committee -**
 - Director's Evaluation Process – The schedule was included in the board packet.
 - Employee Engagement Survey - Staff will be asked to complete survey every year. Distribute to staff and mail to the two homebound employees.
 - Harassment Policy – First reading of a revised Harassment Policy.
 - Salary Recommendations - Church-McHugh presented two studies on increasing wages for FY2023. One with 3% increase and one with a 5.9% increase. Fringes were not included. Need to get info from Assessor on potential changes in tax revenue in November.

Continuing Business:

- **Emergency Lighting Update** – Auxiliary lighting has been repaired. Exterior outlets still need to be repaired.
- **Foster Swift Bill** – Flynn will follow up with Foster Swift about the bill received for their services.
- **FY23 Budget –**
 - Barker is developing a proposed budget FY23.
 - Barker is recommending permanently eliminating overdue fines
 - LundBorg asked to have Salaries and Fringes reported on two different lines.
 - Include allowance for Legal Fees under Professional & Contract.
 - Changing from Constant Contact to a new provider.
- **Updates on Capital Projects** - No discussion.
- **Road Project & Irrigation System –**
 - System is shut down for the winter.
 - Broken parts are in the easement.
 - Flynn will contact Chris Brown to discuss repairs.

New Business:

- **Millage Information from County Clerk-**
 - Information from County Clerk included in packet.
 - Deadline for filing for August Primary is May 10 at 4 PM.
 - Consider asking attorney for two millage language statements for Primary and November elections.
 - Millage workshop scheduled for November 30 at 6 PM. Flynn and Church-McHugh will set agenda.

Other Business to Come Before the Board:

- **Story Walks -**
 - Barker would like to apply to Random House for a grant to set up Story Walks in the library.
 - In the future Church-McHugh suggested possibly working in partnership with area libraries, county parks and/or the Conservation District for Story Walks.

Agenda Items for Upcoming Meeting:

- Proposed Budget 2023
- Second reading of Capital Asset Policy and Harassment Policy.
- Continue Discussion on Pay Scales and Bonuses.

- Update on meeting regarding investing in bonds.
- Follow up of irrigation system repair.
- Follow up on Director's evaluation.
- Follow up on the Foster Swift bill.
- Follow up on tax revenues.

To Do:

- Flynn to talk with Chris Brown.
- Barker to find out about tax revenues.

Next Meeting: A millage work session will be held on Tuesday, November 30 at 6:00 PM. The next regular PTL Board meeting will be held on Tuesday, December 21, 2021 at 5:30 PM.

Adjournment: *Motion by Gwillim with support by Church-McHugh to adjourn. Approved.* The meeting was adjourned at 7:12 PM.

Signed: _____

Joan T. LundBorg, Board Secretary