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 partnership between area libraries, county parks and/or the Conservation District for Story Walks.
  - Grants from Random House are available.

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