

Pentwater Township Library Board
Regular Monthly Meeting
Minutes
11/15/2022

Call to Order: The regular monthly board meeting was held at the PTL and was called to order at 5:30 PM by Board Vice-President Valerie Church-McHugh.

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

Also Present: Mary Barker, PTL Director.

Approval of Agenda: *Motion by LundBorg with support by Gwillim to approve the agenda as presented. Approved.*

Approval of the 10/18/2022 Board Meeting Minutes: *Motion by Jaeb with support by Church-McHugh to approve minutes of 10/28/2022 as presented. Approved.*

Treasurer's Report:

- **Finance Reports** - Reports included in packet. Church-McHugh reviewed the reports. *Motion by LundBorg with support by Gwillim to approve the October financial reports as presented. Approved.*
- **Investment Resolution** – *Motion to approve the resolution to invest in bonds - \$32,500 for 3-months and \$32,500 for 6-months. Roll Call vote: YES - Jaeb, Church-McHugh, LundBorg, Williams, Gwillim. NO – None. Approved. Church-McHugh to meet with Austin Garcia.*

Review of Bills Paid: *Motion by Jaeb with support by Gwillim to accept the bills paid from October 18, 2022 through November 14, 2022 as presented (\$10907.10). Approved.*

Director's Report & Stats: Report and stats in packet.

Committee Reports: Committees do not need to be open meetings unless it is a committee of the whole. Summary and minutes of each committee meeting should be given to the Director.

- **Policy Committee** – Nothing to report.
- **Finance Committee** – Nothing to report.
- **Personnel Committee** –
 - Send out evaluation questions to staff at this time with November 30th due date. Do not change questions but delete the question on time of service.
 - Delay evaluations until January because of the increased activities in November and December.
 - Review the succession plan at the December meeting. Gwillim and Jaeb will develop a new slate of officers for consideration.
 - Need mentorship for all officers.
 - Consider 4-year terms for all officers.

- Consider six board meetings a year and 6 work sessions a year to reduce the number of meetings that are required. Vote on meeting schedule at the December meeting.
- **Community Outreach/Advocacy –**
 - Williams will bring cookies for staff next week.

Continuing Business:

- **Strategic Plan – Prioritize Objectives and Action Plan** – Discuss at next work session in January. Assign the objectives so each board member can bring back ideas for action.

New Business:

- **Email Service Contracts** – Will start using Google Work Space. Gwillim and LundBorg are to contact Mark Shotwell to create new passwords.
- **Annual Library Cards** – PTL issues cards to summer visitors for \$10 per family. Roughly 19-30 cards are issued each year. Barker would like to increase the price to \$25. *Motion by Gwillim with support by LundBorg to increase the price of an annual library card to \$25. Approved.*

Other Business to Come Before the Board:

- A reminder that the newly elected board members need to sign their papers at the Township Hall by November 20th.

Next Meeting:

The next Board meeting will be held on Tuesday, December 6th at 5:30 PM.

Adjournment: *Motion by Williams with support by Jaeb to adjourn the meeting.* The meeting was adjourned at 7:00 PM.

Date: _____

Signed: _____

Joan T. LundBorg, Board Secretary