

**Pentwater Township Library Board
Regular Monthly Meeting
Minutes
10/19/2021**

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, Valerie Church-McHugh, Amber Jaeb, Lissa Williams and Jennifer Gwillim.
Absent: Joan LundBorg **Also Present:** Mary Barker, Director PTL.

Guests: None

Approval of Agenda: *Motion by McHugh with support by Jaeb to approve the agenda. Approved.*

Approval of the 09/21/2021 Board Meeting Minutes: *Motion by McHugh with support by Williams to approve minutes of 09/21/2021 as presented. Approved.*

Treasurer's Report: Finance Reports included in packet. McHugh reviewed the reports. We currently have expended 48% of the budget. *Motion by Jaeb with support by Williams to approve the financial reports as presented. Approved.*

Review of Bills Paid: Reviewed by Barker. Flynn will follow up with Foster Swift regarding bill that was submitted and paid. *Motion by McHugh with support by Jaeb to accept the bills paid from September 21 through October 18 as presented (\$7627.11). Approved.*

Director's Report: (Report included in packet)

- **Grants –**
 - Waiting to hear on ARPA Grant
 - The Junior Women's Club will announce awards in November.
- **New Employees –** The library is now fully staffed and training is in process.
- **Programs –**
 - The Library Book Club is back
 - Michigan Humanities - Great Michigan Reads: **Women of Copper County** by Mary Doris Russell
 - Fly-tying workshops every Wednesday in October at 5:30 PM. Fly Fishing Go Bags and workshops have been well received.
 - Preschool Story-time, offered Friday morning may need a change due to Preschool class schedule.

Committee Reports:

- **Policy Committee-**

- The new Capital Assets Policy was reviewed. Paragraphs 2 and 3 were edited to reflect the amount of \$2500 rather than \$5000. *Motion to approve the revised policy by Gwillim with support by Williams. Approved.*

- **Personnel Committee-**

Director's evaluation is due soon. McHugh shared long and short form documents for Board to discuss at next meeting.

- Director Barker requested the Board go into closed session to discuss a personnel matter. *Motion to enter into closed session by Gwillim with support by Jaeb. Roll call vote approved unanimously.*
- Entered into closed session at 6:18 p.m.
- *Motion to return to open session by Williams with support by Gwillim. Approved*
- Returned to open session at 6:47 p.m.

Continuing Business:

- **Emergency Lighting Update** – CNI from Ludington will be updating the lighting
- **Community Garden** - now has their own pump and will be moved off our agenda
- **Projection of Salaries**
 - Discussion took place regarding the potential COLA increase at the federal and state levels
 - The personnel committee will continue to review this matter to bring a recommendation to the Board
- **MMLL Annual Meeting** -
 - The library was closed on Wednesday, September 22nd The PTL staff attended the MMLL Annual meeting. Director Barker reported it was a very positive experience for the team and they made favorable connections with other library staffs.
- **List of Capital Projects**
- **Status of Staff Vacancies**
 - The library is fully staffed at this time.
- **First Amendment Audits and Public Libraries**
 - Video available Library Law Spotlight June 2021

New Business:

- **Resolution to close out Capital Funds Account** Motion presented by McHugh with support by Jaeb. Approved to move the money from the Capital Funds Account to the Shelby State Bank Account.
 - The auditor recommended closing out the Capital Funds Account.
- **Budget Amendments** - salmon sheet included in packet
 - Motion to approve Budget Amendments as presented by McHugh with support by Williams. Approved
- **Road Projects Punch List**
 - Library irrigation system needs to be repaired as a result of the road project
 - Have system shut down for winter with an estimate for those repairs to be done in the Spring.

Other Business to Come Before the Board:

- **Vacation**
 - Director Barker will be taking vacation beginning Thursday

Next Meeting: The next regular PTL Board meeting will be held on Tuesday November 16, 2021 at 5:30PM.

Adjournment: The meeting was adjourned at 7:20 PM.

Signed: _____

Jennifer Gwillim, Board Trustee

Pending