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