

Pentwater Township Library  
Regular Monthly Board of Trustees Meeting  
DRAFT MINUTES  
October 17, 2023

**Called to order:** Meeting was called to order at 5:32pm by Valerie Church-McHugh.

**Roll call:** Present – Kendra Flynn, Jennifer Gwillim, Amber Jaeb, Valerie Church-McHugh, and Joan LundBorg

Absent – Melissa Williams

Also in attendance – Mary Barker, Director and Tammy Hammerle, Assistant Librarian

**Approval of Agenda:** Moving FY 22/23 End Budget Report up to be discussed before the ‘treasurers report’. Motion by Flynn with support by Gwillim to accept agenda as amended.  
*Approved.*

**Approval of Minutes:** Motion by Gwillim with support by Flynn to approve minutes from the regular monthly board meeting in August. *Approved.*

Motion by LundBorg with support by Gwillim to approve the minutes from the work session in September. *Approved.*

**New Business:**

FY22/23 End Budget Report – presented by Tammy Hammerle. Anticipated expenses were \$-44,655.00 and ended up being \$-12,277.26.

**Treasurer’s Report:** Submitted by Williams, presented by Church-McHugh

Motion by Gwillim with support by Flynn to approve Finance for August. *Approved.*

Motion by Gwillim with support by Jaeb to approve Finance report for September.  
*Approved.*

LundBorg abstaining from voting for both above reports.

Motion by Flynn with support by LundBorg to reinvest the Treasurer Bonds (\$66,622.22) for six months. *Roll call: Church-McHugh-yes, Flynn-yes, LundBorg-yes, Jaeb-yes Gwillim-yes. Approved.*

**Approval of Bills:** Motion by Jaeb with support by Flynn to accept bills paid as submitted.  
*Approved.*

**Director’s’ Report and Stats:** Included in packet and was reviewed and presented by Mary Barker.

**Committee Reports:**

Policy – Motion by LundBorg with Support by Flynn to approve Board Officers Succession Policy LundBorg, Flynn. *Approved.*

**Rescind motion to approve Board of Officers Succession Policy – all in favor to rescind original motion to approve policy.**

Motion by Gwillim with support by Jaeb to approve the language in the Board of Officers Succession Policy as a proposed revision of the bylaws. *Approved.*

Finance – Presented by Flynn who stated finance committee with discuss future matters at next board work session.

Preliminary FY25 Budget – presented by Mary Barker, board members will review and bring back ideas and suggestions to the next board work session.

Public Hearing Date – February 20, 2024

Capital Projects – list provided by Mary Barker

Personnel – Nothing to report.

Director eval – possible revision of form. Board members will discuss this at the next work session.

Community –

Village – Church-McHugh has attended the most recent meeting.

Township – Church-McHugh has attended the most recent meeting.

Village's city feasibility updates – nothing to report.

**Continuing Business:**

District library/Millage – Director submitted recommendation. Board will vote on this matter in a special meeting on November 28, 2023.

**New Business:**

Audit – data presented by Mary Barker – see director's report.

Weare township – ongoing discussion about how to capture funds from these patrons as our contract has expired.

Completion of outdoor painting – Small area of material missing near door and this will be repaired by painters who are not charging for the service.

Budget amendment – Mary presented information on grants that were provided to the library and where these funds will be placed. Motion by Gwillim with support by Flynn to accept budget amendment. *Approved.*

Master plan and rec plan review: Information presented by Mary Barker – shared the draft of the village and township master plan.

**Other Business to come before Board:**

Arts council would like to display a piece of art in front of the library.

**Public Comment:** None.

**Next Meeting:** November 21, 2023 work session, November 28, 2023 special meeting.

**Adjourn:** Meeting was adjourned at 8:05 pm. Motion by Jaeb with support by Gwillim.

Draft submitted October 18, 2023

Amber Jaeb, Secretary