

Pentwater Township Library
Board of Trustee Regular Meeting
Draft Minutes
Tuesday October 15, 2024 @ 5:30 pm

Call to order: 5:26 by Valerie Church-McHugh

In attendance: Valerie Church-McHugh, Amber Jaeb, Jennifer Gwillim, Kendra Flynn, Nancy Peterson

Approval of Agenda: Motion by Gwillim with support by Peterson. *Approved.*

Approval of Minutes: Board meeting August 20, 2024 and work session September 17, 2024 – Motion by Flynn to amend minutes with support by Gwillim. *Approved.*

Treasurer's Report: Presented by Flynn. Noted that an additional \$7,000.00 has been transferred to MI Class Investment account. The total now invested is \$127,000.00. Interest earned: \$1242.01. Motion by Gwillim with support from Peterson. *Approved.*

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

Director's Report: Included in packet.

Committee Reports:

Community Outreach/Advocacy – Church-McHugh and Flynn attended Weare Township meeting. Church-McHugh attended Pentwater Township meeting and will be attending Pentwater Village meeting this month.

Finance – signatories updated at Shelby State Bank and MI Class. Finance committee is now Flynn, Church-McHugh, and Mary Barker (Director).

Personnel – Director job description/evaluation sample shared. Ongoing discussions of new director evaluation creation.

Policy – Second reading for by-laws for filling vacancies.

Continuing Business:

District library update – planning committee. Weare Township presentation.

Outdoor library sign – nothing new to discuss.

New Business:

MLA conference is October 15-18 at Grand Traverse Resort.

Halloween – Motion by Church-McHugh with support by Gwillim giving permission for library to close early on October 31, 2024 in preparation for the festivities.

Approved.

Other business to come before the Board: none

Public comment: none

Adjournment: 6:30 pm

Draft submitted October 20, 2024

Amber Jaeb, Secretary