

Pentwater Township Library Board
Regular Monthly Meeting
Minutes
09/21/2021

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, Amber Jaeb, Joan LundBorg, Lissa Williams and Jennifer Gwillim. Absent: Valerie Church-McHugh.

Also Present: Mary Barker, Director PTL.

Guests: Scott Karaptian, Superintendent Pentwater Schools

Approval of Agenda: Move Mr. Karaptian’s presentation to the beginning of the agenda. *Motion by LundBorg with support by Jaeb to approve the agenda as amended. Approved.*

Guest Presentation: Superintendent Karaptian discussed the facts on upcoming election in November on the bond proposal for maintenance and building expansion.

Approval of the 08/17/2021 Board Meeting Minutes: *Motion by Williams with support by Gwillim to approve minutes of 08/17/2021 as presented. Approved.*

Treasurer’s Report: Finance Reports included in packet. Flynn reviewed the reports. We currently have expended 41% of the budget. *Motion by LundBorg with support by Gwillim to approve the financial reports as presented. Approved.*

Review of Bills Paid: *Motion by LundBorg with support by Gwillim to accept the bills paid from August 17 through September 20 as presented (\$5,885.53). Approved.*

Director’s Report: (Report included in packet)

- **Grants –**
 - Checks has been received for the CARES Act, MMLL Mini Grant and Summers Arts.
 - We have been funded \$7,800 by MI Humanities.
 - The Emergency Connectivity Fund grant will also be announced in September.
 - The Junior Women’s Club will announce awards in November.
- **New Employees –** Two new employees have been hired and Barker is currently advertising for a student employee.
- **Programs –**
 - Due to continued popularity consider offering Binge Boxes throughout the winter months.
 - Will be offering Fly-tying workshops every Wednesday at 5:30 PM. Will also offer Fly Fishing Go Bags.
 - Author presentation on Monday, October 18.

Committee Reports:

- **Building & Grounds Committee -**
 - Community Garden –
 - The meeting with Mark Trierweiler has been cancelled.
 - Water problem has been resolved by the Village.
- **Policy Committee-**
 - The auditor has requested that the Board adopt a Capital Assets Policy. LundBorg presented the first reading of the policy.

Continuing Business:

- **Emergency Lighting Update** – No action at this point.
- **Foster Swift Millage Attorney-**
 - Barker and Church-McHugh will meet with County Clerk to discuss future millage. Then they will follow up Anne Seurnyck.
- **Projection of Salaries** – Included in packet.
 - Barker discussed the info she pulled from the LOM Annual Reports which shows salary comparisons of libraries by class and position.
 - She also included comparison of salaries and benefits with Shelby and Hart.
 - Barker presented a chart showing the wages, benefits, and hours of current PTL employees.
- **MMLL Annual Meeting -**
 - The library will be closed on Wednesday, September 22nd so the entire staff can attend the MMLL Annual meeting.
- **Parking Lot and Park Street–**
 - The parking lot has been sealed and striped.
 - Park Street construction has been completed.
 - Barker is concerned about the sidewalk.
 - The irrigation system has not been reconnected following the street project. Barker will call Village. **(Williams left at 7:00 PM)**

New Business:

- **Adding Treasurer to all Bank Accounts-**
 - Motion by LundBorg with support by Gwillim to approve Resolution 2021-3. Role call vote: YES: Flynn, LundBorg, Jaeb and Gwillim. NO: None. Approved.
- **List of Capital Projects -**
 - The auditor has requested a list of our capital projects.
 - Barker presented list for board members to review.
- **Range of Salaries for Class 1 and Oceana Libraries** – See Director’s Report.
- **Library Position Opening** – See Director’s Report.
- **First Amendment Audits and Public Libraries**
 - Barker included in the packet information from the LOM on First Amendment rights as they relate to the current trend of “public auditors” filming in libraries. It is important to train staff on how to react to the “auditors”.

Other Business to Come Before the Board:

- **West Shore Money Market –**
 - Locked out of Money Market because of no activity.
 - Barker will talk with auditor.

Agenda Items for Upcoming Meeting:

- Update on Emergency Lighting.
- Update on Community Garden.
- Status of Staff Vacancies
- Continue Discussion on Pay Scales and Bonuses.

To Do:

- Barker to schedule meeting with County Clerk.
- Barker to discuss Money Market issue with auditor.

Next Meeting: The next regular PTL Board meeting will be held on Tuesday October 19, 2021 at 5:30PM.

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

Signed: _____

Joan T. LundBorg, Board Secretary