

**Pentwater Township Library Board**  
**Regular Monthly Meeting**  
**Minutes**  
09/20/2022

**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, Jennifer Gwillim, and Joan LundBorg, and Amber Jaeb. Absent—Lissa Williams.

**Also Present:** Mary Barker, Director PTL.

**Approval of Agenda:** *Motion by Church-McHugh with support by LundBorg to approve the agenda as presented. Approved.*

**Approval of the 08/16/2022 Board Meeting Minutes:** *Motion by Jaeb with support by Gwillim to approve minutes of 08/16/2022 as presented. Approved.*

**Treasurer's Report:** Finance Reports included in packet. Church-McHugh reviewed the reports. *Motion by LundBorg with support by Gwillim to approve the financial reports as presented. Approved.*

**Investment Report:** Met with Austin Garcia. In progress.

**Review of Bills Paid:** *Motion by LundBorg with support by Church-McHugh to accept the bills paid from August 17, 2022 through September 19, 2022 as presented (\$5,746.93). Approved.*

**Director's Report & Stats:** Report and stats in packet. Barker discussed her report.

- Liz Hernandez accepted another position. Barker currently trying to find replacement.
- Has hired a part-time person.
- Would like to hire another part-time person.
- Need to increase minimum wage.
- Entire staff attended the MMLL Annual meeting. PTL's display using LibraryAware was well received and the LOM asked Barker to help with a webinar on the use of LibraryAware.

**Committee Reports:**

- **Policy Committee -**
  - **By-laws – Board Officer Succession Policy (fifth reading)** – Remove “Community Outreach Committee President and Policy Committee President”. In the second to last sentence change “two” to “three”. Correct spelling Article in the last sentence. *of Motion by Church-McHugh with support by Gwillim to approve the policy as amended. Approved.*
  - **Whistleblower Policy** – Correct the punctuation in the second sentence. *Motion by LundBorg with support by Church-McHugh to approve the policy as amended. Approved.*

- **Finance Committee and Personnel Committees –**
  - **Wage Change for Library Clerk/Aide Position** – Discussed reimbursing employees for not taking IRA. By consensus not viable option at this time. Proposed wage increases to \$12.29 for Library Aid AR an NP2 and \$13.83 for Library Aid LA. *Motion by LundBorg with support by Gwillim to increase hourly wages as presented. Roll Call Vote: YES: Gwillim, Flynn, Church-McHugh, Jaeb and LundBorg. No: None. Approved.* Need work session on future wages.
- **Personnel Committee** – See above.
- **Community Outreach/Advocacy** – Concern that trustees keep reporting the same information to the Village and Township Councils. Speak only if you have new information. Need to find way to coordinate information presented at the meetings. Flynn will make up new schedule. Need to find way to reach other organizations.

#### **Continuing Business:**

- **Millage – Next Steps –**
  - Barker will contact libraries which recently passed a millage to get recommendations on consultants.
- **Building Maintenance** – Waiting for bids for painting.
- **Prioritize Objectives** – Discuss at next work session.

#### **New Business:**

- **Amend Budget** – Barker presented required changes to the Operating Fund budget. *Motion by Gwillim with support by Jaeb to approve the budget changes as presented. Roll Call: YES – Flynn, Gwillim, Church-McHugh, Jaeb and LundBorg. NO – None.*
- **Closing Early on Halloween** – Staff needs to set up for Haunted Library. *Motion by LundBorg with support by Gwillim to approve closing the library at 11:30 AM on October 31 to prepare for Halloween. Approved.*
- **MLA Conference** – Barker to attend the conference in Port Huron October 19-21. She will not be able to attend our October board meeting.
- **Report on Business Meeting at MMLL Annual Meeting** - Church-McHugh's term at MMLL is closing and a replacement is needed. Discuss at next work session.

#### **Other Business to Come Before the Board:**

- **Village Becoming a City –**
  - Barker and Flynn will be talking to Anne Seurnyck.
  - Township is putting together a citizen's committee.
  - Village says we will lose about \$40,000 in tax revenues.

**Next Meeting:** The next work session will be held on Tuesday, October 4<sup>th</sup> at 5:30 PM and the next regular PTL Board meeting will be held on Tuesday, October 18<sup>th</sup> at 5:30 PM.

**Adjournment:** *Motion by Gwillim with support by Church-McHugh to adjourn the meeting. The meeting was adjourned at 7:00 PM.*

Date: \_\_\_\_\_

Signed: \_\_\_\_\_

Joan T. LundBorg, Board Secretary

Approved