

**Pentwater Township Library Board**  
**Regular Monthly Meeting**  
**Minutes**  
10/20/2020

**Call to Order:** The regular monthly board meeting via Zoom was called to order at 5:02 PM by Board President Kendra Flynn.

**Roll Call:** Present– Kendra Flynn, Elaine LeTarte, Joan LundBorg, Valerie Church-McHugh and Nancy Peterson. Absent – Cynthia Maguire

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

**Guests:** Jamie Haskell

**Approval of Agenda:** Allow Jamie Haskell to address board following approval of agenda. *Motion by LundBorg with support by Church-McHugh to approve the agenda as amended. Approved.*

**RFP Recommendations (Jamie Haskell)** – See B & G Committee.

**Approval of the 0915//2020 Minutes:** *Motion by Church-McHugh with support by Peterson to approve minutes of 09/15/2020 as presented. Approved.*

**Treasurer's Report:** Reports included in packet. LeTarte explained we were 6 months into the fiscal year with 34% of budget expended. As of this date she has not moved the CD funds into the SSB account. *Motion by LundBorg with support by Peterson to accept the finance reports as presented.*

**Review of Bills Paid:** *Motion by LundBorg with support by LeTarte to accept the bills paid in September 2020 as presented. Approved.*

**Director's Report:** Report in packet.

- Reopening – Barker reports the PTL will stay at the same level of service since COVID cases are on the increase. However, they are increasing curbside service which will now be available throughout open hours.
- REALM studies have found that the virus survives six days on museum quality materials.
- Kent District Library is no longer quarantining library material. Libraries throughout West Michigan are decreasing the quarantine period. Barker is considering changing to 3-4 days. By consensus the board supported a 3-day period.
- The Community Foundation is featuring the PTL in an upcoming publication which may result in an increase in donations.
- MiHumanities has scheduled a Zoom presentation with Dr. Mona Attisha, author of *What the Eyes Don't See* on November 12<sup>th</sup> from 12:30 PM to 1:30 PM. It will be facilitated in Lansing with participation by Pentwater High School, WSCC and the PTL.

- PTL staff has hosted three outdoor class visits, introducing first and second grade students to the library and its services.
- All Halloween and Christmas activities are cancelled due to COVID.
- The Adult Winter Reading Program will begin in January.

### **Committee Reports:**

- **Building & Grounds Committee -**

- Jamie Haskell reviewed our RFP draft and made the following recommendations:
  - Due to the size of the project look for general contractor and not a project manager.
  - Obtain a better set of drawings for the project. Invest in architect to include more detail to avoid unexpected additional fees as the project moves forward. Contractor must bid with due diligence but PTL must provide as much detail as possible, e.g. the base of the columns at the north entrance are solid brick.
  - Get additional print copies of the blueprints for the original building project and also make available in digital format.
  - Have landscape architect fine tune the landscaping including grading and sidewalk improvements.
  - Fascia, as well as soffit, needs to be replaced.
  - Add additional electrical while soffits are off. Run Cat 6 for future building security.
  - Replace current soffit lighting and check to see if outdoor light sensor is needed.
- Committee Report –
  - Revised draft of RFP will be presented at next committee meeting.
  - Concerned about all the details we need to know before a final RFP can be approved.
  - Barker will send us the date of the next committee meeting which will be held in the library.

- **Finance Committee –**

- LeTarte reported the committee did not meet.
- Staff to update list of capital assets.
- LeTarte recommends \$4-5K per year for computers.

### **Continuing Business:**

- **Emergency Lighting Update** – Still no response from Blackmer.
- **List of Potential Candidates** – Barker and staff are working on a list of candidates. Must be a registered voter in Pentwater Township and must be a registered user of the PTL. Looking to diversify the board by age, gender and ethnicity.
- **Update on Reopening Phase** – See Director's Report.
- **REALM Findings** – See Director's Report.
- **Update on CD at SSB** – See Treasurer's Report.

- **Update on Dumpster** – The Village has stopped paying on the dumpster and they are waiting for it to be removed. Bike racks will be placed on the pad but permanent installation will be held off until project plans are finalized.
- **Update on OverDrive** – OverDrive purchased RB Digital but at this time the magazines are still available on RB app.
- **Report on COVID Expenses** – Included in packet. Spent \$8000 with \$4000 covered by grant. Barker reported PPE supplies and are coming down in cost and are readily available.
- **Audit 2019-2020** – Barker received the final audit report (one copy) which did not include recommendations. It was reported as a clean audit. The audit process was more difficult since it was not on site due to COVID.

**New Business:**

- **Library Stats** – Barker will have the report at the meeting next month which will include accurate wi-fi use.
- **State Aid** – PTL will receive a slight increase in State Aid since the state budget includes a million dollar increase. MMLL Director was concerned about continuation of the co-op due to lack of funding but she believes co-op is safe for 2020-2021.

**Other Items to Come Before the Board:**

- Barker reported Region 7 had 100% census count.
- LundBorg stated there are concerns for the 2021-2022 state budget due to the lasting impact of COVID and no additional federal assistance.

**Agenda Items for Next Meeting:**

- Update on COVID Reopening Phase.
- Update on Emergency Lighting.
- Update on Dumpster.
- Revised RFP draft.
- Update on Overdrive.
- List of Potential Candidates.
- Capital Assets List.
- Library Stats.

**Next Meeting:** The next regular monthly meeting will be held on Tuesday, November 17th at 5:00 PM.

**Adjournment:** Motion by Church-McHugh with support by Peterson to adjourn meeting. Approved. The meeting was adjourned at 6:00 PM.

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

Joan T. LundBorg, Board Secretary