

Pentwater Township Library Board
Regular Monthly Meeting
Minutes
09/15/2020

Call to Order: The regular monthly board meeting at the Friendship Center shelter was called to order at 5:00 PM by Board President Kendra Flynn.

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

Also Present: Mary Barker, Director PTL.

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

Approval of the 08/18/2020 Minutes: Add “unless posted on YouTube” at the end of the section - Executive Order 165. *Motion by Church-McHugh with support by Peterson to approve minutes of 08/18/2020 as corrected. Approved.*

Treasurer’s Report: Reports included in packet. Discussed reassignment of the expenses/income for the new book return. Budget in good shape. Current fund balance \$438,017.59. *Motion by LundBorg with support by Maguire to accept the finance reports as presented.*

Review of Bills Paid: *Motion by LundBorg with support by Church-McHugh to accept the bills paid between 08/10/2020 and 09/14/2020 as presented. Approved.*

Director’s Report: Written report included in packet.

- **Reopening Phase** – On 9/14/2020 entered Phase 6. A limited number of patrons are allowed in library by appointment. Curbside service is still offered every day. Next phase will be dependent on COVID and staffing.
- **Old Finance Records** – Old finance records were retrieved from the Community Building and will be saved/destroyed according to the LOM retention schedule.
- **Audit** – The audit has been completed and the report will be distributed this fall.
- **Annual MMLL Meeting** – The meeting will be held via Zoom on 09/17/2020. Barker will send out link. The agenda will include the types of services being offered by MMLL now that Overdrive purchased RB Digital. By consensus PTL will continue to offer RB Digital/Zinio through TLN until MMLL can confirm the services it will offer. The cost is \$475.
- **Orientation for Elementary Students** - This fall second graders will be offered an outdoor orientation of PTL services so they can sign up for library cards. First grade orientation will be held at a later date.

- **MelCat/RIDES** – The statewide systems are now up and running. PTL has very few items that are still to be returned.

Committee Reports:

- **Finance Committee** – The committee met on September 14 and discussed the sick pay start date. Current sick pay kicks in 12 months after date of hire and the committee has no problem with the way it is handled. Procedure is detailed in Personnel Policy.

The committee recommends changing the timeline for adopting the budget.

- October board meeting – Discuss Capital Budget.
- November board meeting – Discuss Operations Budget.
- December board meeting – Discuss Revenues.
- January Public Hearing – Hold Budget Hearing.
- January board meeting - Discuss budget in relationship to strategic plan.
- February board meeting – Vote on budget.

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- **Emergency Lighting Update** – Still has not been resolved. Barker will follow up with Blackmer.
- **Sick Pay Start Date** - See Finance Committee Report.
- **Proposed Strategic Plan** (February 2020)– Motion by Church-McHugh with support by LeTarte to approve the Strategic Plan dated 02/2020. *Motion amended by Church-McHugh with support by Peterson to amend the previous motion to include “consider the Strategic Plan a 3-5year plan which is to reviewed annually in December”. Approved.*
- **REALM** (Reopening Archives, Libraries, and Museums)– Testing now shows books should be quarantined for at least six days.

New Business:

- **Circulation Stats/Curbside Services** – Technical difficulties made is impossible to get a complete review of circulation usage, wireless usage and digital circulation. Stats also reflect a decrease due to COVID.
- **Website Changes** - Library policies are being added to the website. The Patron Behavior Policy is the first to be posted.
- **CD at SSB** - The SSB CD (\$60,000+) is maturing in October. Discussed cashing out and placing in our West Shore Money Market account but the balance would exceed federal limits. Need to keep funds liquid and protected. *Motion by LeTarte with support by Church-McHugh to cash out the CD and open a Money Market account at SSB. Approved.*
- **Proposed Community Garden** – Barker reviewed the discussion regarding the garden during a Zoom meeting of community leaders and the follow up conversations with Claudia Ressel-Hodan, Chris Brown and Mark Trierweiler. Village Council approved the garden location last night but did not address procedure or collaboration. The Service Club originally indicated a representative from the PTL would serve on the garden

committee. Barker will volunteer if approached by the Service Club. Village Manager indicated Village would seal/stripe parking lot and dig up the ice rink asphalt, fill and plant grass seed, including the property belonging to the library. PTL staff to keep notebook documenting any community garden/library interactions. To model transparency and to move forward, the PTL needs to present project plans to Village Council.

Other Items to Come Before the Board:

- **Board Member Replacements-** Need to develop list of potential candidates for the board.

Agenda Items for Next Meeting:

- Update on COVID Reopening Phase.
- Update on Emergency Lighting.
- Update on Dumpster.
- Update on Outdoor Project.
- Update on Overdrive.
- Report on COVID Expenses.
- Review Budget Process – Strategic Plan.
- List of Potential Candidates.

Next Meeting: The next regular monthly meeting will be held on Tuesday, October 20th at 5:00 PM.

Adjournment: Motion by Peterson with support by Maguire to adjourn meeting. Approve. The meeting was adjourned at 6:15 PM.

Signed: _____

Joan T. LundBorg, Board Secretary