

PENTWATER TOWNSHIP LIBRARY BOARD

Meeting Minutes

March 18, 2018

Roll Call—Present: Kendra Flynn, Nancy Peterson, Cynthia Maguire, Elaine LeTarte, Valerie Church McHugh, Joan LundBorg

Also Present: Mary Barker, Joan Wegner

The meeting was called to order at 5:00 p.m. by Kendra Flynn, President.

Approval of Agenda: Valerie Church McHugh made a motion to approve the agenda with one addition to continuing business: The Reimbursement Policy. Cynthia Maguire seconded the motion. The agenda was approved as written.

Approval of Minutes of the Budget Hearing of March 20, 2018: Valerie Church McHugh made a motion to approve the minutes of the Budget Hearing—March 20, 2018. Elaine LeTarte seconded the motion. The Minutes of the Budget Hearing—March 20, 2018, were approved

Approval of the March 20, 2018, Minutes

- A motion was made by Valerie Church McHugh and seconded by Cynthia Maguire to accept the March 20, 2018, minutes as written.
- Valerie Church McHugh made a motion to amend the minutes of March 20, 2018, to include Joan LundBorg's request to go on record about her wish for the board to review the subject of the Cleaning Service at the August, 2018, Library Board Meeting.
- The motion to accept the March 20, 2018, amended minutes was approved.

Treasurer's Report of March 20, 2018

Cynthia Maguire made a motion to approve the Treasurer's Report of March, 2018, as presented. Joan LundBorg seconded the motion. The motion was approved.

Review of Bills Paid

Valerie Church McHugh made a motion to accept the list of bills paid as presented. Joan LundBorg seconded the motion. Roll Call Vote: Aye: Kendra Flynn, Nancy Peterson, Cynthia Maguire, Elaine LeTarte, Valerie Church McHugh, Joan LundBorg. The motion was approved.

Joan LundBorg made a motion to combine the Prepaid Bills report with the Expenses by Vendor Summary report. Elaine LeTarte seconded the motion. The motion was approved.

Director's Report and Monthly Stats

Mary Barker reviewed the director's report and provided the monthly stats.

Committee Reports:

Policy Committee: See continuing business.

Continuing Business:

- Credit Card Reader: Librarian, Mary Barker, reported on the services she researched, giving the benefits of each, including Square and Pay Pal.
- Joan LundBorg and Elaine LeTarte will do some further investigation and report to the board at the next board meeting.
- Reimbursed Expenses Policy: Elaine LeTarte made a motion as follows:
Expenses incurred for authorized library activities by members of the Pentwater Township Library Board (Board) or library staff may include the cost of the activity, meals, mileage or other types of travel expenses as presented to the Board for consideration and approval. Approved meal and mileage expenses shall be reimbursed at the current IRS rates. All receipts shall be submitted and retained until the end of the fiscal year plus seven years.
The motion was seconded by Valerie Church McHugh. The motion was approved.
- **Friends of the Library:** Joan LundBorg reported that the Friends of the Pentwater Township Library need to meet and dissolve the organization of the Friends in order to avoid future complications. Mary will contact Sharon Schwartz.

New Business: There was no new business.

Other Business: Valerie Church McHugh announced that she received a scholarship to go to Washington D.C. for National Legislative Library Day.

Public Comment: There were no public comments.

Nancy Peterson made a motion to adjourn the meeting, and Elaine LeTarte seconded the motion. The meeting was adjourned at 6:20 p.m. by Kendra Flynn, President.

Respectfully submitted

Joan H. Wegner, Recording Secretary