

PENTWATER TOWNSHIP LIBRARY BOARD

Meeting Minutes

July 16, 2019

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

Also Present: Mary Barker and Joan Wegner

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

Approval of the Agenda: Kendra Flynn announced that the agenda was approved as is.

Approval of Minutes

Valerie Church McHugh made a motion to approve the minutes of the regular meeting, June 18, 2019. Cynthia Maguire seconded the motion. The minutes of June 18, 2019 were approved.

Treasurer's Report: Treasurer, Elaine LeTarte reviewed the treasurer's report. Joan LundBorg made a motion to approve the treasurer's report. Valerie Church McHugh seconded the motion. The motion was approved.

Review of Bills Paid: Elaine LeTarte made a motion to accept the list of bills paid as presented. Cynthia Maguire seconded the motion. The motion was approved.

Director's Report: Mary Barker reviewed the director's report.

Committee Reports: None at this time.

Continuing Business:

- **Outside Project Planning RFP:** President Kendra Flynn reported that she was still waiting for a call from Steve Bass.
- **Library Chairs:** No news at this time.
- **NIS-BCBS:** Mary Barker updated the board on BCBS (Blue Cross/Blue Shield) practices and procedures for submitting claims.
- **Parking Lot:** Mary Barker reported that the lines in the parking lot are not being observed. There was some discussion.
- **West Shore Bank-Credit Cards:** Mary Barker noted that the WSB Credit Card machine is handy and easy to use.
- **Truth in Taxation Hearing:** The hearing was cancelled because it was not published in the paper. It has been moved to the August township meeting.
- **Bids for HVAC:** The bid was awarded to Mike Blackmer.

New Business:

- **Cap Fund:** The Capital Fund was changed to Reserve Fund.
- **Gabridge & Company Auditors:** Tammy Hammerle and Mary Barker have been working with the auditors to prepare for the audit.
- **Small and Rural Library Leadership Academy:** Library of Michigan is putting money aside for twenty-five (25) libraries to learn about leadership. Mary Barker will apply to attend.
- **Pentwater Vision:** Kendra Flynn reviewed the most recent information on the Pentwater Vision Committee. She reported that GVSU (Grand Valley State University) will be doing a survey to gather information about Pentwater and that Keith Edwards and Mark Benner will be creating an action plan.

Other Business:

- Joan LundBorg restated that she would like to discuss retirement benefit information for all library personnel at the next board meeting.

Public Comment: There were no public comments.

Adjourn: The meeting was adjourned 5:55 p.m. by Kendra Flynn, President.

Respectfully submitted,

Joan H. Wegner, Recording Secretary