

PENTWATER TOWNSHIP LIBRARY BOARD
Meeting Minutes: January 12, 2017

Members Present: Joan LundBorg, Elaine LeTarte, Valerie Church McHugh, Nancy Peterson, Kendra Flynn

Also Present: Mary Barker, Joan Wegner, Maureen Gustafson

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

Approval of the December 13, 2016, Minutes

A motion was made by Joan LundBorg to accept the minutes of December 13, 2016. The motion was seconded by Valerie Church McHugh. The motion was approved.

Approval of the Special Meeting of December 12, 2016 Minutes

A motion to approve the minutes of the Special Meeting of December 12, 2016 was made by Joan LundBorg and seconded by Nancy Peterson. The motion was approved.

Meeting Notes Regarding the Remodel: will be filed in the remodel file.

Treasurer's Report of December, 2016

The treasurer's report of December, 2016, was reviewed by Elaine LeTarte. Valerie Church McHugh made a motion to approve the December, 2016, Treasurer's Report. Joan LundBorg seconded the motion. The motion was approved.

Approval of Bills:

Joan LundBorg made a motion to pay the bills. Elaine LeTarte seconded the motion. Roll Call Vote: Aye— Joan LundBorg, Elaine LeTarte, Valerie Church McHugh, Nancy Peterson, Kendra Flynn. The motion was approved.

Director's Report and Monthly Stats

Mary Barker reviewed the director's report and stats with the board.

Committee Appointments

- *Building and Grounds:* Disband this committee.
- *Personnel:* Valerie Church McHugh, Nancy Peterson
- *Strategic Planning:* Kendra Flynn, Valerie Church McHugh
- *Policy:* Elaine LeTarte, Joan LundBorg
- *Finance Committee:* Elaine LeTarte, Joan LundBorg

Committee Reports

Personnel Committee:

- The new schedule for wages was reviewed to reflect the minimum wage increases.
- Valerie Church McHugh moved to increase the library pay schedule to comply with the new minimum wage and with our step schedule for wages. Joan LundBorg supported the motion. Roll Call Vote: Aye-- Joan LundBorg, Elaine LeTarte, Valerie Church McHugh, Nancy Peterson, Kendra Flynn. The motion was approved.

Planning Committee: There was nothing new to report at this time.

Policy Committee:

- Patron Accounts and Borrowing Privileges
- Elaine LeTarte moved to accept the Patron Accounts and Borrowing Privileges Policy. Valerie Church McHugh seconded the motion. There was some discussion. The board decided to amend the motion. Joan LundBorg moved that the board amend Section 2 to remove the words “TO PERMANENT RESIDENT PATRONS.” Elaine LeTarte seconded the motion to amend Section 2. The motion was approved. The board returned to the main motion. Elaine LeTarte moved to accept the main motion with the amendment as presented. Nancy Peterson seconded the motion. The motion was approved.

Old Business:

There was no old business.

New Business:

- Library Design Associates (LDA) sent an email outlining possible new changes, which Mary Barker shared with the board
- Applications for Library Board appointment: Mary Barker, Kendra Flynn, and possibly Joan LundBorg will interview the four applicants.
- Mary Barker informed the board the 2017-18 Budget is being developed and will be brought before the board for initial review at the February, 2017, meeting.
- The H C Johnson Glass Case and display was discussed.
- Shelby Public Library is one of five finalists in a contest to digitize our local Oceana newspaper through the Clarke Historical Library at Central Michigan University.

Other Business to come before the board:

Kendra Flynn thanked everyone for coming to the special board meeting yesterday and for all their work on this project.

The meeting was adjourned at 6:31 p.m.

Respectfully submitted,

Joan Wegner, Recording Secretary