

PENTWATER TOWNSHIP LIBRARY BOARD

Meeting Minutes

May 9, 2017

Location: Pentwater Village Offices

Roll Call:

Members Present: Nancy Peterson, Cynthia Maguire, Elaine LeTarte, Kendra Flynn, Valerie Church McHugh

Member Absent: Joan LundBorg

Also Present: Mary Barker, Joan Wegner, Linda Stone

The meeting was called to order at 5:03 p.m. by Kendra Flynn, President.

Approval of the Agenda: Barring no objections, the agenda was approved.

Approval of the Amended March 14, 2017, Budget Hearing Minutes

A motion was made by Valerie Church McHugh and seconded by Cynthia Maguire to accept the amended minutes of the March 14, 2017, Budget Hearing. The motion was approved.

Approval of the April 11, 2017, Minutes

A motion was made by Valerie Church McHugh and seconded by Nancy Peterson to accept the April 11, 2017, minutes. Discussion: Elaine LeTarte noticed a wording error that needed to be corrected. The motion to accept the minutes with this correction was approved.

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

Guest Presentation: Linda Stone attended the meeting to deliver individually created invitations from Kathy Espinoza's first grade class to attend a play on May 18, 2017, at 7:00 p.m. The play is about our newly renovated library and was written by the students themselves.

Director's Stats: Mary Barker went over the stats for the library.

Treasurer's Report of April, 2017

The treasurer's report of April, 2017, was reviewed by Elaine LeTarte.

Valerie Church McHugh made a motion to approve the April, 2017, Treasurer's Report. Cynthia Maguire seconded the motion. The motion was approved.

Approval of Bills

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

Continuing Business:

- **Renovation Project, 2017:** Mary Barker reviewed the spreadsheet regarding payments for the renovations to date.
- **Committee Appointments:** President Kendra Flynn updated standing-committee appointments as follows:
 - **Personnel Committee:** Valerie Church McHugh and Cynthia Maguire
 - **Policy Committee:** Joan LundBorg and Nancy Peterson
 - **Bylaws:** Kendra Flynn and Mary Barker

Finance Committee: It was determined that Elaine LeTarte, Mary Barker, and Tammy Hammerle will continue handling the finances as they have been, but this will not be a standing board committee.

- **CD Investment of Excess Operating Funds:** Treasurer, Elaine LeTarte explained options for investing the library's excess operating funds. Valerie Church McHugh made a motion to invest \$180, 000 of the Pentwater Township Library's excess operating funds at Shelby Bank in three (3) CD's that mature quarterly according to the following chart.

Length	Rate	Amount	Matures
3 months	0.03%	\$60,000	August, 2017
6 months	0.05%	\$60,000	November, 2017
12 months	0.30%	\$60,000	May, 2018

Cynthia Maguire seconded the motion. Roll Call Vote: Aye—Kendra Flynn, Elaine LeTarte, Cynthia Maguire, Nancy Peterson, and, Valerie Church McHugh. The motion was approved.

New Business:

- **Landscape Architect:** Kendra Flynn indicated that Requests for Proposals (RFP) with a plan, including a budget, should be extended to landscape architects. She would like to see a price for drawing up a plan and a price for doing the actual work. Kendra will also talk to someone at the Pentwater Village Offices about the drainage.
- **Moving Date:** Undetermined.
- **New Hours:** Mary Barker proposed a new schedule with summer hours for the library as follows:

Monday	10 a.m.—8:30 p.m.
Tuesday	10 a.m.—5:30 p.m.
Wednesday	10 a.m.—8:30 p.m.
Thursday	10 a.m.—5:30 p.m.
Friday	10 a.m.—5:30 p.m.
Saturday	10 a.m.—2:30 p.m.
Sunday	Closed

Staff hours would remain the same, starting at 9:30 a.m.

- **New Policies**
 - **FOIA (first reading)**: Mary will continue to work on the FOIA Information Policy and Procedures.
 - **Personal Behavior Policy (first reading)**: The Personal Behavior Policy was reviewed and discussed.

Other Business:

- **Open House:** Ideas for having an Open House and other activities surrounding the opening were discussed.

Public Comment: There were no public comments.

The meeting was adjourned at 7:14 p.m. by Kendra Flynn, President.

Respectfully submitted

Joan H. Wegner, Recording Secretary

UNAPPROVED