

PENTWATER TOWNSHIP LIBRARY BOARD

Meeting Minutes

November 21, 2017

Location: Pentwater Township Library

Roll Call:

Members Present: Cynthia Maguire, Joan LundBorg, Valerie Church McHugh, Kendra Flynn

Absent: Elaine LeTarte, Nancy Peterson

Also Present: Mary Barker, Joan Wegner

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

Approval of the Agenda: Valerie Church McHugh made a motion to accept the agenda. Joan LundBorg seconded the motion. The agenda was approved.

Approval of the October 17, 2017, Minutes

A motion was made by Joan LundBorg and seconded by Cynthia Maguire to accept the October 17, 2017. The motion to accept the minutes was approved.

Treasurer's Report of October, 2017

The treasurer's report of October, 2017, was reviewed. Joan LundBorg made a motion to approve October, 2017, Treasurer's Report. Valerie Church McHugh seconded the motion. The motion was approved.

Approval of Bills:

Cynthia Maguire made a motion to pay the bills as presented. Valerie Church McHugh seconded the motion. Roll Call Vote: Aye— Cynthia Maguire, Joan LundBorg, Valerie Church McHugh, Kendra Flynn. The motion was approved.

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

Committee Reports:

- **Personnel Committee:**
 - Director Evaluation—Valerie Church McHugh reported on the director's positive evaluation. The written evaluation was signed by the board, and a copy was given to Mary Barker.
- **Policy Committee:**
 - Pentwater Township Library Mission (first read)
 - Reimbursement of Expenses Policy (first read)
 - Collection Development Policy (first read)

Continuing Business:

- **Board Resolution for FOIA Policy:**
 - Valerie Church McHugh moved to accept the Board Resolution for FOIA Policy. Cynthia Maguire seconded the motion. There was some discussion. Roll Call Vote: Aye: No one. Nay: Cynthia Maguire, Joan LundBorg, Valerie Church McHugh, Kendra Flynn
 - Joan LundBorg made a motion to reapprove the previously accepted Board Resolution for FOIA Policy. Cynthia Maguire seconded the motion. Roll Call Vote: Aye: Cynthia Maguire, Joan LundBorg, Valerie Church McHugh, Kendra Flynn
- **Refresh Project Punch List:** The Punch List was discussed.
- **Donor Recognition:** The Donor Recognition Project was discussed.
- **Landscape Project Presentation:** The Landscape Project Presentation was discussed.
- **Shelby State Bank CD:** Sixty-thousand dollars has been reinvested in a 12-month CD.

New Business:

- **CIPA Internet Safety Certification:** There was some discussion about adopting a board resolution that says the library's computers are filtered for the safety of children. This resolution should be done at the time that Mary Barker files the CIPA Internet Safety Certification Application.
- **Statement of Assurances for the Library of Michigan Grant Program:** The board will read materials for consideration at the December 2017, board meeting.
- **Digitizing Project with Oceana Libraries:**
 - Joan LundBorg made a motion for the Pentwater Township Library to participate in the Digitizing Project with Oceana Libraries in the amount of \$750 at the beginning and \$517.50 annually, for the next three years. Cynthia Maguire seconded the motion. There was some discussion. Roll Call Vote: Aye: No one. Nay: Cynthia Maguire, Joan LundBorg, Valerie Church McHugh, Kendra Flynn.
- Joan LundBorg moved to permit the Pentwater Township Library to participate in the Digitizing Project with Oceana Libraries beginning 2018-2019. Cynthia Maguire seconded the motion. The motion was approved.

Other Business:

- Mary Barker mentioned that she had made three wishes through the Community Foundation: 1) Hot Spots (5 of them) for \$960; Laminator for \$300; and Parking Lot for \$2,700.
-

Meeting Adjourned at 6:20 p.m.

Respectfully submitted,

Joan Heckert Wegner

11/21/2017