

Pentwater Township Library Board
Minutes of Regular Monthly Meeting
12/19/2017

Call to Order: The meeting at the Pentwater Township Library was called to order at 5:02 PM by Board President Kendra Flynn.

Board Roll Call: Present – Cynthia Maguire, Nancy Peterson, Kendra Flynn and Joan LundBorg.
Absent – Elaine LeTarte and Valerie Church-McHugh.

Also Present: Mary Barker Library Director

Approval of Agenda: LundBorg requested the addition of Payment of Bills under New Business. Motion by Maguire with support by Peterson to approve the agenda as amended. Motion approved.

Approval of Minutes of November 21, 2017: Motion by LundBorg with support by Maguire to approve minutes of November 21, 2017. Motion approved.

Financial Report: Written report included in the electronic board packet. Barker reported. Barker stated the budget will need to be amended at the January meeting due to a few items that are over budget. Community Foundation Funds are now included in the monthly financial reports. Motion by LundBorg with support by Peterson to accept the financial reports as presented. Motion approved.

Approval of Bills: Motion by Maguire with support by Peterson to pay the bills as presented in the amount of \$2057.25. Roll call vote: Aye – Maguire, Peterson, Flynn and LundBorg. The motion was approved.

Director's Report and Monthly Statistics:

- Written report included in electronic board packet. Barker reported "Christmas is for Kids" was very successful. Will need to find a new activity for father/sons. Flynn suggested a Lego evening.
- The latest PTL newsletter included information about online databases and a calendar for upcoming events. The Director is pleased with the new format.
- Storytime will need a new mascot to replace Libby the Lightning Bug to avoid confusion with Libby, a new online program.
- Barker also reported the staff is working on engaging businesses. Merchants are excited to participate in programming.

- The PTL will be holding Ted Talks beginning on January 10, 2018. Barker received the special license at no cost which allows the library to have three viewings. The license can be renewed. Barker and a staff member will select the topics and will facilitate the presentations. Flynn suggested the library notify the Service Club and other organizations of the upcoming Ted Talks programming in order to increase participation.
- Outreach to other organizations continues. The meeting room continues to be in demand by community organizations and groups, including the Women's Club, Service Club, knitters, ukulele players, iPad instruction, and Zentangle. Barker also submits news articles for publication by local organizations including the Historical Society and the Pentwater Lake Association.
- The staff has posted a year-long calendar for events in the back office. Barker reported on the monthly stats and questions the RB Digital numbers on magazines after its recent purchase of Zinio.

Continuing Business:

- **Strategic Plan** - Motion by LundBorg with support by Peterson to approve the Strategic Plan dated October 26, 2017. Motion approved. Barker will bring action plan based on the approved Strategic Plan to the February board meeting.

Committee Reports:

- **Policy Committee** – The **Acceptable Internet Use Policy** was presented for the first reading. LundBorg explained that the adoption of this policy will require the staff to update the procedure to give parents/guardians the ability to authorize their child's use of the Internet, not just library materials.

New Business:

- **Election of Officers** – All sitting officers (President Flynn, Vice President Church-McHugh and Treasurer LeTarte) are each willing to serve another term. Motion by LundBorg with support by Peterson to approve the re-elect of the current officers. Motion approved.
- **Annual Investment Report** –Barker presented the annual investment report but would like clarification on when this report is actually due. Flynn will check with township regulations.
- **Payment of Bills** – In order for the Treasurer to present more accurate monthly financial reports LundBorg suggested the library pay its bills as received instead of the current method. Motion by LundBorg to pay bills upon receipt with the Board approving paid bills at regular monthly meetings. Motion approved. Flynn would like us to look into having a Contingency Fund in the annual budget.

Other Business to come before the Board

- Barker reported the Refresh punch list is getting shorter: cables at the Circ Desk are now covered; the Artisan Center delivered two new tables and is working on an "eye-spy"

table; handles for the staff room cabinets should be here shortly after Christmas; and the ADA entry door is now operative.

- Recent Net Neutrality changes are being challenged in court. No action needed by the Board at this time.
- Our next work session will be scheduled by Flynn.
- LundBorg will send out a packet of policies that will be presented at the Board meeting in January.
- LundBorg suggested one-way screening be installed on the window between the work room and the entrance to enable the staff to view the lobby.

Adjournment: Motion by Maguire with support by Peterson to adjourn meeting. Motion approved. Flynn adjourned the meeting at 5:59 PM.

Submitted by: Joan LundBorg, Acting Secretary