

PENTWATER TOWNSHIP LIBRARY BOARD

Meeting Minutes

August 20, 2019

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

**Also Present:** Mary Barker, Joan Wegner

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

**Approval of Agenda:**

Kendra Flynn announced that the agenda would be approved with changes made by the board.

**Approval of the July 16, 2019, Minutes of the Regular Meeting**

A word was left out of the minutes of July 16, 2019. Valerie Church McHugh made a motion to approve the minutes of the regular meeting held on July 16, 2019, as amended. Joan LundBorg seconded the motion. The motion was approved.

**Treasurer's Report**

Treasurer, Elaine LeTarte reviewed the treasurer's report. Joan LundBorg made a motion to approve the treasurer's report. Cynthia Maguire 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. Joan LundBorg seconded the motion. The motion was approved.

**Director's Report**

Mary Barker presented the director's report.

**Committee Reports:**

*Personnel Committee:*

- Health Care: Valerie Church-McHugh presented draft minutes and gave an overview of health-care insurance and retirement benefit options.

Joan LundBorg made a motion to approve the new health care policies as presented with the library's cost being \$25.08 per month. Cynthia Maguire seconded the motion. Roll call: Aye: Cynthia Maguire, Nancy Peterson, Valerie Church McHugh, Joan LundBorg, Kendra Flynn, Elaine LeTarte. The board unanimously supported the motion.

- Retirement Benefits: The board discussed the minutes of the policy committee and decided that further research should be done before voting on this issue.

*Policy Committee:*

Animals in the Library: The policy was reviewed, and there was much discussion. Revisions to our Animals in the Library policy will be brought before the board for approval at the next meeting.

**Continuing Business:**

- Outside Project Planning RFP: President Kendra Flynn shared information, updating the board. Steve Bass gave some input. Kendra stated that Duane Fitzpatrick would be consulted about the parking lot and would be paid by the hour. She also said that Megan Larson of Larson's Landing would come and start drawing a plan (\$500-\$1500)
- Truth in Taxation Hearing: The Pentwater Township Library will receive \$3,600 more in December.
- HVAC System: Mary Barker reported that the system was installed and is working.

**New Business:**

- Budget Amendment: Elaine LeTarte made a motion to amend the Miscellaneous-Grants Income line of the FY 19-20 operating budget by an increase of \$2487.30 and amend the \$855.00 Program Expense line by an increase of \$2,487.30. Valerie Church-McHugh seconded the motion. Roll call: Aye: Cynthia Maguire, Nancy Peterson, Valerie Church McHugh, Joan LundBorg, Kendra Flynn, Elaine LeTarte. The board unanimously supported the motion.
- CD Matures: Elaine LeTarte recommended that the CD which matures in August be rolled over for 14 months. Roll call: Aye: Cynthia Maguire, Nancy Peterson, Valerie Church McHugh, Joan LundBorg, Kendra Flynn, Elaine LeTarte. The board unanimously supported the recommendation.

**Other Business:**

- Letter from Tammy Hammerle: Tammy is requesting unpaid leave time for personal reasons. Elaine LeTarte moved to allow Tammy Hammerle unpaid leave as requested. Cynthia Maguire seconded the motion. The motion carried.
- Mary Barker made a request to close the library at 2 p.m. on Halloween to prepare for the Halloween event. Elaine LeTarte moved to allow the library to close at 2 p.m. on Halloween. Nancy Peterson seconded the motion. The motion was approved.
- Carpet Cleaning: Mary Barker reported that the carpet would be cleaned on September 7, 2019, at 2:00 p.m.
- Chairs: Mary Barker reported that the chairs are on delay for the fabric to be tested.
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**Public Comment:** There were no public comments.

The meeting was adjourned at 6:30p.m. by Kendra Flynn, President.

Respectfully submitted,

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Joan H. Wegner, Recording Secretary