

Pentwater Township Library
Board of Trustees Regular Meeting
December 17, 2019 at 5 p.m.

Meeting Minutes

Roll Call—Present: Elaine LeTarte, Joan LundBorg, Kendra Flynn, Cynthia Maguire
Also present: Mary Barker, Joan Wegner
Absent: Valerie Church McHugh, Nancy Peterson

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

Approval of Agenda:

Elaine LeTarte made a motion to accept the agenda. Cynthia Maguire seconded the motion. The agenda was approved by the board.

Approval of the Minutes of the Regular Board Meeting, November 19, 2019:

Cynthia Maguire moved to accept the minutes of the regular board meeting of November 19, 2019. Joan LundBorg seconded the motion. The minutes of November 19, 2019 were approved.

Treasurer's Report:

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

Review of Bills Paid:

Joan LundBorg moved to accept the review of bills paid. Elaine LeTarte seconded the motion. The motion was approved.

Director's Report:

Mary Barker, Library Director, reported on happenings at the library.

Committee Reports:

Personnel Committee:

- **Minimum Wage Recommendation**—Cynthia Maguire reviewed the recommendations of the Personnel Committee regarding the minimum wage increase. **Elaine LeTarte made a motion to increase the wages of three employees who are currently receiving \$9.53/hour to \$9.65/hour beginning January 1, 2020. Joan LundBorg seconded the motion. Roll Call: Aye-- Elaine LeTarte, Joan LundBorg, Kendra Flynn, Cynthia Maguire. The motion was approved.**

- Retirement Policies—Elaine LeTarte presented some figures on cost to the library of a proposed Retirement Benefit Plan. **Joan LundBorg moved that the employees be offered the 3% match for retirement plan offered through Forner’s Agency as of January 1, 2020. Elaine LeTarte seconded the motion. Roll Call: Elaine LeTarte, Joan LundBorg, Kendra Flynn, Cynthia Maguire. The motion was approved.**

Continuing Business:

Outdoor Project—Nordlund Associates (Architect): Kendra Flynn updated the board on the plans for the outdoor project. She said that she was informed that the proposed plans would be between \$600-\$800. The board agreed to vote on this expense at the January, 2020, board meeting.

New Business:

- **Election of Officers:** A motion was made by Elaine LeTarte to accept the following slate of officers: Kendra Flynn, President; Valerie Church McHugh, Vice President; Elaine LeTarte, treasurer. Joan LundBorg seconded the motion. The motion was approved. Congratulations!
- **Schedule of Meetings for 2020:** Elaine LeTarte made a motion to accept the schedule of Library Board meetings, as proposed, on the third Tuesday of each month at 5 p.m. Cynthia Maguire seconded the motion. There was some discussion. The motion was approved.
- **Annual Investment Report:** Mary Barker reviewed the Director’s Annual Investment Report with the board.
- **Security Camera:** There was some discussion about the security cameras. It was decided that a sign should be posted on the door to indicate that the library has video surveillance.
- **Endowment Fund Formal Use Agreement:** Mary Barker and Elaine LeTarte suggested that a plan be put in place for the endowment funds.
- **By-Law Recommendation: Number of Meetings per Year:** The board decided to revisit this at the January, 2020, meeting.
- **Attorney Information Regarding Millage:** Kendra Flynn, President, distributed information to the board members that she received. She asked them to review the information to be discussed at the next board meeting.

Other Business: None

Public Comment: None

The meeting was adjourned at 6:20 p.m. by Kendra Flynn, President.

Respectfully submitted,

Joan H. Wegner, Recording Secretary