

PENTWATER TOWNSHIP LIBRARY BOARD
Meeting Minutes: February 14, 2017

Members Present: Valerie Church McHugh, Joan LundBorg, Nancy Peterson, Elaine LeTarte, Kendra Flynn

Also Present: Mary Barker, Joan Wegner

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

Approval of the January 12, 2017, Minutes

A motion was made by Valerie Church McHugh to accept the minutes of January 12, 2017 with corrected change on bullet 3 under new business to read “for initial review” instead of “for approval.” The motion was seconded by Nancy Peterson. The motion was approved.

Approval of the Special Meeting of February 7, 2017, Minutes

A motion to approve the minutes of the Special Meeting of February 7, 2017 was made by Joan LundBorg with the removal of the words “Fit-Bit Time” and was seconded by Nancy Peterson. The motion was approved.

Treasurer’s Report of January, 2017

The treasurer’s report of January, 2017, was reviewed by Elaine LeTarte. Valerie Church McHugh made a motion to approve the December, 2016, Treasurer’s Report. Nancy Peterson seconded the motion. The motion was approved.

Approval of Bills:

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

Director’s Report and Monthly Stats

Mary Barker reviewed the director’s report and stats with the board.

Committee Reports

- *Personnel Committee:* Nothing to report.
- *Planning Committee:* Nothing to report..
- *Policy Committee:* Nothing to Report
- *Finance Committee:* Elaine LeTarte reported that the Finance Committee met and went over the FY 17 budget with the staff. She then asked for further clarification on the charge of the committee. Kendra Flynn, president, will take the question under advisement and will report back.

Old Business:

- *Remodel Project:* A new proposal arrived from Library Design Associates (LDA) and was discussed. Elaine LeTarte made a motion that the board accept the LDA proposal dated 2/13/2017, with ADA doors and that the board authorize beginning of work. Valerie Church McHugh seconded the motion. Roll Call Vote: Aye— Valerie Church McHugh, Joan LundBorg, Nancy Peterson, Elaine LeTarte, Kendra Flynn. The motion was approved.

- Cap CD Roll Over or Cash It Out: **Elaine LeTarte moved that the board cash out the Huntington CD when it matures in April, 2017, and deposit it into the West Shore Bank money-market account.** Nancy Peterson seconded the motion. The motion was approved.

New Business:

- Recommendations for Board Member Appointment: Mary Barker reported that four candidates had been interviewed by an Ad Hoc Board Committee to fill the vacancy on the board. The committee's recommendation was to appoint Cynthia Maguire. **Joan LundBorg made a motion to appoint Cynthia Maguire to the vacant board position.** Valerie Church-McHugh seconded the motion. The motion was unanimously approved.
- Annual Review of Financial Repositories was reviewed by Elaine LeTarte, Treasurer. **Elaine LeTarte moved that the board approve the list of repositories for 2017.** Nancy Peterson seconded the motion. The motion was approved.
- Annual Investment Report was reviewed by Elaine LeTarte, Treasurer.
- Changing of Signators on the West Shore Bank Account was reviewed by Elaine LeTarte, Treasurer.
 - **Elaine LeTarte moved that the Board remove Dean Holub as a signator from the West Shore Bank checking and money-market accounts.** Nancy Peterson seconded the motion. The motion was approved by the Board.
 - **Elaine LeTarte moved that the Board add Sue Johnson as a signator on the West Shore Bank checking and money market accounts.** Valerie Church McHugh seconded the motion. The motion was approved by the Board.
 - **Elaine LeTarte moved that the cashing out, in whole or in part, of any Certificate of Deposit require an approved motion of the Pentwater Township Library Board, as well as signatures of all signers.** Nancy Peterson seconded the motion. The motion was approved.
 - **Elaine LeTarte moved that except for electronic movement of monies from the library's money-market accounts to the library's checking account, the withdrawal of any monies from the library's money market accounts requires an approved motion of the Pentwater Township Library Board, as well as signatures of all signers.** Valerie Church McHugh seconded the motion. The motion was approved.
- Annual Review of Pre-approved Expense List
 - **Valerie Church McHugh moved to accept the pre-approved expense list.** Joan LundBorg seconded the motion. Roll Call Vote: Aye— Valerie Church McHugh, Joan LundBorg, Nancy Peterson, Elaine LeTarte, Kendra Flynn. The motion was approved.
- Amendments to FY 2016-2017
 - **Valerie Church McHugh made a motion to amend the budget to add \$1,000. To the utility budget line.** Joan LundBorg seconded the motion. The motion was approved.
- Proposed Budget FY 2017-2018
 - Mary Barker reviewed the proposed budget FY 2017-2018 with the board.

Other Business to come before the board:

There was no other business.

The meeting was adjourned at 6:47 p.m.

Respectfully submitted,

Joan Wegner, Recording Secretary