

PENTWATER TOWNSHIP LIBRARY

Meeting Minutes

May 21, 2019

Call to Order

Kendra Flynn, President, called the meeting to order at 5:00 p.m.

Roll Call

Present: Kendra Flynn, President; Valerie Church-McHugh, Vice-President; Elaine LeTarte, Secretary-Treasurer; Nancy Peterson, and Cynthia Maguire. Absent: Joan LundBorg. Also present: Mary Barker, Library Director

Approval of Agenda

A discussion of Grants was added to the New Business section of the agenda. The revised agenda was approved.

Approval of Minutes

Valerie Church-McHugh moved the minutes of the April 16, 2019 meeting be approved as presented. Cynthia Maguire seconded. The motion passed, 5-0.

Treasurer's Report

Elaine LeTarte presented the Treasurer's report. Valerie Church-McHugh moved to approve the report, Nancy Peterson seconded. The motion passed, 5-0.

Review of Bills Paid

Valerie Church-McHugh moved to accept the list of bills paid as presented. Cynthia Maguire seconded. The motion passed, 5-0.

Director's Report

Mary Barker presented her report of issues and activities at the Library. In particular, she discussed with the Board the availability of grants from the MiHumanities and other organizations.

Committee Reports

Policy Committee: Bylaws / Attendance at Board meetings. Elaine LeTarte moved to approve the proposed changes to the Article III of the Bylaws, pertaining to meetings, with the change of the word "governed" to "guided" in the last sentence. Cynthia Maguire seconded. The motion passed, 5-0.

Personnel Committee / Insurance Information. Valerie Church-McHugh reviewed with the Board the minutes of the May 20, 2019 meeting of the Personnel Committee, and discussed with the Board the direction of the Committee's research and recommendation. A specific recommendation will be made to the Board when the final insurance prospectus is available.

Continuing Business

Outside Project Planning

Kendra Flynn reported that the results of the initial inquiry into costs of outside renovations was not sufficient to bring to the Board for decision. She is continuing efforts to obtain a sufficiently detailed estimate of the project.

Library Chairs

Mary Barker reported that the buyers initially interested in buying the oversized library chairs are no longer interested. Another library is interested, however. Working with Library Associates, the money raised from the sale will defray the replacement cost of new chairs.

Striping the Parking Lot

The Board discussed the need to move ahead with striping the parking lot, even without the Village's involvement. Elaine LeTarte moved that the Board hire the work done, at a rate of \$50 per hour. Valerie Church-McHugh seconded. The motion passed, 5-0.

AutoBooks – West Shore Bank

Mary Barker reported that the AutoBooks system at West Shore Bank is not the solution to the Library's need to take credit/debit cards as payment. Mary will be working with West Shore's "Merchandising Solutions" team to determine the appropriate product or service.

New Business

LSTA Support Letters to Congressional Representatives

The Michigan Congressional delegation is in favor of LSTA, so there is no need for additional letters now. Mary Barker distributed a diagram of the stages a bill passes through on the way to becoming law, so the Board could track the bill's progress.

FY19 Excess Operating Funds FY19 to CAP Fund

Elaine LeTarte moved that the Board transfer \$10,000 from the excess revenues of FY19 to the Capital Fund. This movement of funds was planned by the Board as part of the FY19 budget, to fund future capital replacements and renovations. Nancy Peterson seconded. The motion passed 5-0.

RFP for HVAC system

Mary Barker discussed with the Board the draft of the RFP for replacing the Library's HVAC system. The RFP will be published in the Oceana County and Ludington newspapers, as well as being placed on the Library's website. Sealed bids will be due to the Library by noon on June 12, 2019. The Finance Committee will meet at 1:00 p.m. that day to unseal the bids, and prepare a report and recommendation for the Board's June 18, 2019 meeting.

Employee Retirement Open House

On May 23, between 1-4 pm, the Library will be hosting an open house commemorating the retirement of Mary Jane Fedder, who has been with the Library more than ten years.

Grant proposals

Will be addressed at a later date.

Other Business to Come Before the Board

There was no other business brought forward.

Public Comment

There were no members of the public present to offer comment.

Adjournment

There being no further business, Kendra Flynn adjourned the meeting at 6:22 p.m.

Elaine LeTarte, Secretary-Treasurer