

PENTWATER TOWNSHIP LIBRARY BOARD

Meeting Minutes

September 12, 2017

Location: Pentwater Township Library

Roll Call:

Members Present: Elaine LeTarte, Nancy Peterson, Cynthia Maguire, Valerie Church McHugh, Joan LundBorg

Absent: Kendra Flynn

Also Present: Mary Barker, Mary Jane Fedder

The meeting was called to order at 5:01 p.m. by Valerie Church McHugh, Vice President.

Approval of the Agenda The agenda was approved.

Approval of the Amended July 11, 2017 Minutes and the August 8, 2017 Minutes

A motion was made by Joan LundBorg and seconded by Cynthia Maguire to accept the Amended July 11, 2017 and the August 8, 2017 Minutes. The motion to accept the minutes was approved.

Treasurer's Report of August, 2017

The Treasurer's Report of August, 2017 was reviewed by Elaine LeTarte. Nancy Peterson made a motion to approve the August, 2017 Treasurer's Report. Joan LundBorg seconded the motion. The motion was approved.

Approval of Bills

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

Director's Report & Statistics

Mary Barker presented the director's report and library statistics. Additional comment regarding the LSTA grant that was used for the iPads was made by Mary Barker saying that if the library should wish at some point to accept credit cards, different programs such as *Square* can be added to the iPad allowing for this type of payment.

Committee Reports

There were no committee reports.

Continuing Business

- Board Evaluation: Valerie Church McHugh indicated this would be good to discuss at a separate Board session and could be paired with update of the Strategic Plan. Options for meeting date are October 5 and October 26 from 1 p.m. to 3 p.m.
- Board Meeting Day and Time Change: Elaine LeTarte moved to amend the By Law to change Board meeting to the 3rd Tuesday of the month at 5 p.m. Joan LundBorg seconded the motion. Motion was approved. The change begins with the October 2017 meeting. Reminder was given to change this on the website.

- Refresh Project Punch List: Mary Barker said that several small projects remain. These are closet shelving, electrician for power doors and lighting in dark area, and some paint touch ups. Signage is being done by library staff. Elaine LeTarte recommended that cost of closet shelving and lighting in dark area come out of the Capital Fund where all Refresh Project monies were taken.
- Projects Not Covered in the Refresh Project: Joan LundBorg brought up the area of landscaping. Mary Barker indicated that Steve Bass (designer for Hollywood events e.g. Emmys and Tonys) has become a consultant (at no cost) and met with Mary Barker and Kendra Flynn to go over library grounds and ideas for landscaping. He will put a package together of 10 items that will help improve library grounds.
- Policies -- FOIA: Kendra Flynn met with Chuck Smith of the Township. The Township is willing to let the library edit and use the Township policy template.

New Business

- Donor Recognition Program: The library foyer wall has been saved for this purpose. Design and donor policy discussion ensued. Valerie Church McHugh suggested the Board revisit the research information and place this as Continuing Business for next meeting.
- Volunteer Recognition Program: An annual volunteer recognition event was discussed with the best time of year being September. Elaine LeTarte said that this would be a possible Friends group project. This led to discussion of the new business item on:
- Friends of the Pentwater Township Library: Elaine LeTarte said that the plans to refresh and recruit for the Friends group is underway. It will be suggested that they participate in events, projects and also collaboration with the Board on the Strategic Plan. There will be a meeting at the library on September 26 at 7 p.m.
- Strategic Plans: Valerie Church McHugh indicated that this will be part of the Board Evaluation session (under Continuing Business)
- MMLL Annual Meeting, luncheon, and program: This will be held in Cadillac on September 21. Mary Barker and several staff members are attending. Board members are also invited to attend.
- LSTA Grant Intent to File Statement: Mary Barker will file an intent statement by January 31, 2018. It is a new grant for \$50,000 - \$200,000 and can be approved for 1 - 3 years. It must be a collaborative project (e.g. with other libraries, church, school). It must be a program or service. Board members are invited to offer suggestions for this grant.

Other Business to come before the Board

Elaine LeTarte noted that several persons had commented regarding the types of books on our shelves. How do we make the choices on what to buy? Mary Barker said that patrons have asked for certain titles and library staff give these recommendations to her. The New York Times Bestseller List is a major resource. It was suggested that a "visual" to let patrons know the library is open to suggestions may be helpful.

Nancy Peterson moved that the meeting be adjourned and this was seconded by Joan LundBorg. Meeting adjourned at 6:37 p.m.

Respectfully submitted,

Mary Jane Fedder