

PENTWATER TOWNSHIP LIBRARY BOARD

Meeting Minutes

September 18, 2018

**Roll Call—Present:** Elaine LeTarte, Kendra Flynn, Cynthia Maguire, Nancy Peterson.

**Absent:** Joan LundBorg and Valerie Church McHugh

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

**Approval of Agenda:** Cynthia Maguire moved to accept the agenda with the addition of “Donor Appeal” under New Business, and Nancy Peterson seconded the motion. The agenda was approved.

**Approval of the Minutes for August 21, 2018**

Elaine LeTarte moved to approve the minutes of, August 21, 2018, and Cynthia Maguire seconded the motion. The motion was approved.

**Approval of Special Meeting Minutes of August 30, 2018**

Elaine LeTarte moved to approve the minutes of the August 30, 2018, special meeting. Nancy Peterson seconded the motion. The motion was approved.

**Minutes for September 11, 2018,** special meeting will be approved at the next board meeting.

**Treasurer’s Report of August, 2018**

Elaine LeTarte reviewed the treasurer’s report with the board. Nancy Peterson made a motion to approve the Treasurer’s Report of August, 2018, as presented. 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. Nancy Peterson seconded the motion. President, Kendra Flynn, asked for a roll call vote. Roll Call: Aye-- Elaine LeTarte, Kendra Flynn, Cynthia Maguire, Nancy Peterson. The motion was approved.

**Director’s Report**

Mary Barker reviewed the September Director’s Report.

**Committee Reports**

*Policy Committee:*

- Elaine LeTarte made a motion to accept the Animals at the Library Policy, moving the “No animal may be left unattended on library grounds. Animals may not be tied to doors, railings, fences, bike racks, trees, shrubs, book boxes or other items on library grounds.” to the top of the General Guidelines section. Cynthia Maguire seconded the motion. The motion was approved.

### **Continuing Business**

- Parking Lot Striping—Cynthia Maguire reported that the village manager said the village will re-stripe the parking lot in the spring. Kendra Flynn will check with Henry Jobbins to see if he can do it sooner.
- Headlee Overdrive—Elaine reported that we missed the deadline. The next option is at the August, 2020, primary. The board will need to have the proposal ready early in 2020.
- Review Library Cleaning—There was some discussion about having the floors professionally cleaned.
- Beautification Project
  - Cynthia Maguire asked Chris Brown about money for the beautification project. He indicated that there were no monies available at the current time.
  - Mary Barker will contact two architects to investigate the cost of having drawings made for the beautification project.
  - There was some discussion about the various phases/stages:
    - Building
    - Patio
    - Parking Lot

### **New Business**

- Donor Appeal: At the October, 2018, meeting, the board will make a decision on whether it wants to initiate a new annual Donor Appeal which will be project specific.

### **Other Business**

- Mary Barker requested a meeting of the Personnel Committee upon Valerie Church McHugh's return in order to review employee wages.
- Mary Barker will be taking vacation September 27 & 28, 2018.

**Public Comment:** There were no public comments.

Cynthia Maguire made a motion to adjourn. Nancy Peterson seconded the motion. The meeting was adjourned at 6:25 p.m.

Respectfully submitted

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Joan H. Wegner, Recording Secretary