

PENTWATER TOWNSHIP LIBRARY BOARD

Meeting Minutes

October 16, 2018

Call to Order at 5:00 p.m.

Roll Call—Present: Elaine LeTarte, Cynthia Maguire, Joan LundBorg, Kendra Flynn, and Valerie Church McHugh

Absent: Nancy Peterson

Also Present: Mary Barker, Joan Wegner

Approval of Agenda:

Valerie Church-McHugh moved to accept the agenda with the following amendments: include Annual Donor Approval and approval of Special Meeting minutes of September 11, 2018. Elaine LeTarte seconded the motion. The agenda was approved

Approval of Special Meeting Minutes of September 11, 2018

Valerie Church-McHugh moved to approve the minutes of the September 11, 2018, special meeting with the following corrections: 4:00 p.m. Call to Order and 4:35 Adjourned. Cynthia Maguire seconded the motion. The motion was approved.

Approval of the Minutes for September 18, 2018

Elaine LeTarte moved to approve the minutes of September 18, 2018, with noted corrections; and Cynthia Maguire seconded the motion. The motion was approved.

Treasurer's Report of September, 2018

Elaine LeTarte reviewed the treasurer's report with the board. Valerie Church-McHugh made a motion to approve the Treasurer's Report of September, 2018, as presented. Joan LundBorg seconded the motion. The motion was approved.

Joan LundBorg made a motion that Brickley DeLong prepare an end-of-the-year closing statement. Valerie Church-McHugh seconded the motion. The motion was approved.

Review of Bills Paid

Valerie Church-McHugh made a motion to accept the list of bills paid as presented. Cynthia Maguire seconded the motion. The motion was approved.

Director's Report

Mary Barker reviewed the October, 2018, Director's Report. Additionally, she mentioned that the staff librarians are beginning to inventory the collection.

Committee Reports

Policy Committee:

- Services for Patrons with Disabilities Policy (First Read).

Continuing Business

- Parking Lot Striping—was discussed.
- Beautification Project—there was some discussion about how to proceed.
 - Mary Barker mentioned a grant through Michigan Ag & Development Fund for \$100,000 with a 30% match which must be submitted by November 14.
- Annual Donor Appeal—the board decided not to pursue donor funding this year.

New Business

- Budget Amendment-Grants: Elaine LeTarte made a motion to increase Grant Line Item 685.500 by \$2,061.18 and to increase the Programs Expense Supplies Line Item 855 by the same amount. Joan LundBorg seconded the motion. The motion was approved.
- Elaine LeTarte proposed creating a new Financial Plan—There was some discussion.
- Halloween Event: The board approved Mary Barker's request to close the library at 3:00 on Halloween in order to prepare for the evening Halloween Event.
- Mary Barker will be taking a few days of vacation this week.
- Cynthia Maguire recommended Barbara Bull to do a program. She writes about Pentwater.

Other Business

- Valerie Church McHugh asked for input on the salary schedule. Salaries will be on the agenda for November, 2018.
- Mary Barker has been asked to serve on the MMLL Grant Committee

Public Comment: There were no public comments.

Adjourn:

Valerie Church-McHugh made a motion to adjourn. Elaine LeTarte seconded the motion. The meeting was adjourned at 6:50 p.m.

Respectfully submitted

Joan H. Wegner, Recording Secretary