

Pentwater Township Library Board
Workshop 4/23/2018
Monday, 1:00 p.m. Conference Room

Agenda:

- ✓* Approve minutes from 3/27/2018
 - ✓* Staff personnel retirement
 - ✓* Rural Library Conference
 - ✓* Committee Reports
 - ✓ Board orientation-Nancy and Valerie
 - ✓ Public relations-Joan
 - ✓ Library Advocacy-Cynthia
 - ✓ Fundraising -Kendra and Valerie
 - ✓* Project report-Elaine
 - ✓* Landscaping-set a date
 - * Other items
- Adjournment

-----Homework

before the meeting:

1. Review the workshop minutes from Jan. 18. which lists the tasks generated by the board evaluation form we completed several months ago.
2. Reread the Pentwater Township Library Fundraising framework. This is the document that begins with the fundraising philosophy.
3. Mary and Elaine see the minutes from 3/27 in regard to compiling a project list.

Pentwater Township Library
BOARD WORK SESSION MINUTES
Monday, April 23, 2018
1:00 p.m.

Purpose: Continue to work on identified improvement areas from the Board Self-Evaluation
Tool:

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

1. **Call to Order:** The meeting was called to order by President, Kendra Flynn at 1:07 p.m.
2. **Approval of Minutes:** Elaine LeTarte moved to approve the minutes from the board work session on March 27, 2018. The motion was seconded by Nancy Peterson. The minutes were approved as read.
3. **Staff Retirement:** Teresa Veine, Library Clerk, is retiring. Her last day will be May 5, 2018. The board will contribute \$10 each to purchase a gift card to a restaurant. Elaine LeTarte will purchase a retirement card.
4. **Rural Library Conference:** The board reviewed the sessions that will be offered at the Rural Library Conference, April 30-May 2, 2018 and decided which sessions to attend so that as many topics as possible were addressed. Cynthia offered to drive and will pick up Elaine and Joan at the library and Valerie at her house at 9:00 a.m. on Monday, April 30th. Kendra and Nancy will ride together.
5. **Friends of the Library:** The board discussed the first meeting of the Friends which will be scheduled in May or June.
6. **Committee Reports:**
 - A. **New Board Trustee Orientation:** Nancy and Valerie shared the checklist that details how a new board member will be given new information and support as he/she learns the duties and responsibilities of being a Library Trustee. Board information will be kept either in the Trustee Manual and/or the Board Notebook. There was some discussion about the need for an Annual Report as a part of the Trustee Orientation. Mary will be asked to share the one that is sent to the state each year to see if this will suffice.
 - B. **Public Relations:** Joan had nothing to report.
 - C. **Library Advocacy:** Cynthia had nothing to report.
 - D. **Fundraising:** Kendra and Valerie shared the revised Fundraising Framework. The board agreed that this document plus the Welcome to Frontline Fundraising document were sufficient to direct future fundraising efforts. Items discussed included:
 - 1). Three potential categories for fundraising: capital improvements, an endowment fund, and a Director's fund
 - 2). When a new millage campaign will be necessary
 - 3). Developing an Annual Fund effort

- 4). Identifying potential fundraising committee chairs from the community
- 5). Identifying potential donors
- 6). Importance of clear communication between library director, staff, and board so that fundraising efforts can be presented and supported with a coordinated message
- 7). Coordinating On-Line giving with PayPal or other payment system

E. **Project Report:** Elaine and Mary met to brainstorm a list of future projects needed by the library. These included:

- 1). Parking lot, eg. Cars parking in no parking zones
- 2). Landscape project
- 3). Roof
- 4). Water Heater
- 5). Irrigation System
- 6). Outside painting

7. Date for Landscape Discussion: Thursday, June 14, 2018, 1:00 p.m.

8. Adjournment: The meeting was adjourned at 3:07 p.m. by Kendra Flynn.

Respectfully submitted,

Valerie Church-McHugh
Trustee