

**Pentwater Township Library**  
**BOARD WORK SESSION MINUTES**  
**Thursday, December 14, 2017**  
**1:00 p.m.**

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

1. Call to Order:

Kendra Flynn called the meeting to order at 1:00 p.m.

2. Minutes:

Minutes from the Board Work Session on October 26, 2017 were read. Cynthia Maguire made a motion to accept the minutes as read. Joan Lundborg seconded the motion. The minutes were approved as read.

3. Library Board Self-Evaluation Continued:

The board continued to review the Library Board competencies as described by the United for Libraries document. The board rated themselves on lobbying, decision-making, strategic planning, policy making, finance, and professional development. It was decided to review the Quality Services Audit Checklist prioritizing the items that the board needs to address first so that Mary can complete the Essential CORE Quality Measures that are required for certification. These are:

- A. The library gives each board member a copy of the Michigan Public Library Trustee Manual. For a copy of the manual, see [www.michigan.gov/librarytrustee](http://www.michigan.gov/librarytrustee).
- B. The board has approved by-laws that define its board officers, such as President, Secretary, and Treasurer, outlines its purpose and operational procedures, and addresses board conflict-of-interest issues. The board reviews and/or updates its by-laws once every two years.
- C. New board members participate in an orientation program which includes a description of library services, the role of the Library of Michigan, and library cooperatives, instruction on their role as policy makers versus policy implementers, a review of the Michigan Public Library Trustee Manual, and a complete tour of the library facilities. (See the Library of Michigan Statewide Library Services web site at [www.michigan.gov/statewidelibraryservices](http://www.michigan.gov/statewidelibraryservices).)
- D. The library board approves a public relations policy. The library board and staff regularly evaluate its policies and procedures in terms of their effect on the public and the library's public relations efforts. (See Appendix G of the QSAC.)

The board also identified the areas of Finance and Fundraising from the Board Self-Evaluation Guide as the competencies that warranted further examination, goal-setting, and improvement.

4. Adjourn:

Kendra Flynn adjourned the meeting at 2:30 p.m.

Respectfully submitted,  
Valerie Church-McHugh, Trustee