

**Pentwater Township Library Board
Work Session
Minutes
12/29/2021**

Call to Order: The board work session was held at the PTL and was called to order at 4:04 PM by Board President Kendra Flynn.

Roll Call: Present– Kendra Flynn, Valerie Church-McHugh, Joan LundBorg and Jennifer Gwillim. Absent: Amber Jaeb and Lissa Williams.

Also Present: Mary Barker, Director PTL.

Guests: None

Discussion Points:

- **Review of steps taken thus far to resolve the personnel issues -**
 - Flynn distributed the closing statements she read at the last two meetings.
- **Recommendations for hiring a consultant to assist with employee relations -**
 - Flynn and Church-McHugh met with Carol Triebel, a consultant who attended our board meeting.
 - She helped with the closing statement for the last board meeting.
 - LundBorg supplied a list of consultants recommended by Patrice Martin and the name of a consultant used by Mason County District Library.
 - Gwillim will vet the consultants and she will contact Carol Triebel for possible assistance.
 - Plan on having consultants vetted by the middle of January so action can be taken at the January board meeting. Plan to have the consultant in place by February.
 - Unknown budget at this time.
- **Consider steps to review current policies, personnel manual and procedures -**
 - Will update Personnel Committee members. Flynn will step down and Jaeb will be added to the committee.
 - LundBorg, Barker and Hammerle will review current policies and identify policies that need to be revised.
 - LundBorg will develop an ethics and confidentiality policies for trustees which will need to be signed every year.
 - Ethics and confidentiality statements for staff also need to be adopted.
 - Need to develop job descriptions.
 - Barker will update staff manuals.
 - Barker will determine continuing education requirements for staff. Record of all continuing education will be kept in personnel files.
 - Include a statement that continuing education is required in all job descriptions.

- **Library Staffing -**
 - Do we want to consider having fewer part-time positions and add full-time positions?
 - Do we want a full time Assistant Director?
 - At this time Barker does not want to pursue adding any full-time positions.
 - Re-evaluate the hours the library is open.

- **Updating Strategic Plan -**
 - Discussion postponed.

- **Additional Concerns –**
 - Personnel Committee to meet prior to January board meeting. Review job current job descriptions.
 - Review committee assignments.
 - Need to continue to review staff salaries.

Adjournment: The meeting was adjourned at 5:35 PM.

Signed: _____

Joan T. LundBorg, Board Secretary