# Pentwater Township Library Board WORK SESSION

**Minutes**

02/03/2022

**Call to Order:** The work session was held at the PTL and was called to order at 5:35 PM by Board President Kendra Flynn.

**Roll Call:** Present - Kendra Flynn, Valerie Church-McHugh, Amber Jaeb, Melissa Williams, Joan LundBorg and Jennifer Gwillim. Absent - None

**Also Present:** Mary Barker, Director PTL.

**Guests:** Carol Triebel

**Agenda:** Rearranged the positions of the agenda topics. Approved by consensus.

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**Overview/Summary of Recent Events –**

* Triebel has completed interviews with all Board members except Williams.
* Triebel will conduct interviews with the staff next week.
* Triebel has also been working with Barker on staff development, including goal setting & expectations and improving the orientation process.
* Triebel will be submitting report at the end of the survey process.

**Review of Staffing Recommendations (Barker) -**

* + Barker started by saying changes are desperately needed and she will be reducing the staff from 7 members to a 5-member team.
  + Barker will increase Hammerle’s work schedule by 5.5 hours per week. Hammerle does not want any more hours than the increase Barker is offering.
  + Barker outlined her suggested salary increases, including a 5.9% increase schedule. She explained that the PTL has the money to cover the increases for salaries and benefits. Barker presented proposed budgets one which included the 5.9% increase. The 5.9% increase was preferred.
  + LundBorg would like to see the benefits kick in the first year of employment.
  + Barker placed the ad for the new position and she is looking for someone with the required education which could lead to certification. Deadline is Feb. 8th.
  + LundBorg wanted to know if there is anyway to offer assistance with tuition for staff members.
  + Barker also said the entire staff will be offered continuing ed opportunities and that they will hold sessions in-house, on-line and in-person.
  + Barker will assign different titles for the new hire and Hammerle’s positions.
* **Discuss Responsibilities for Attending Township and Village Council Meetings -**
* Attend the meetings to get the PTL out in front in the community.
  + Township receives full board packet every month. Village receives the Director’s reports.
  + Report on the previous month including activities, grants and upcoming events.
  + Barker to get magnetic nametags for all Board members.
* **Reviewing and Updating Policies -**
  + Need to update policies as part of obtaining QSAC certification.
  + Need to work on Personnel Manual.
  + Discuss proposed policy changes with staff to increase team building.
  + Barker will distribute 2021 LOM Trustee Manual.
  + LundBorg has been working on the Harassment policy.
  + Some policies will need to be reviewed by our attorney.
  + Church-McHugh suggested splitting into pairs and being assigned policies to write or update. To be discussed later.
* **Board Committees**
  + Flynn would like each committee to meet to develop a draft of the committee’s purpose and scope of responsibilities.
  + Drafts should be submitted prior to our next Board meeting.
  + Committee Assignments-
    - Finance – Flynn and Church-McHugh
    - Policy – LundBorg and Barker
    - Advocacy & Outreach – Williams and Barker
    - Personnel – Gwillim and Jaeb
    - B&G – Committee of the Whole
  + Assign point person on each committee.

**Adjournment:** The work session was adjourned at 7:10 PM.

**Signed:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Joan LundBorg, Board Secretary