

**Pentwater Township Library**  
**Board Work Session**  
**Minutes**  
04/26/2022

**Call to Order:** The Board Work Session was held at the PTL and was called to order at 6:07 PM by Board President Kendra Flynn.

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

**Also Present:** Mary Barker, Director PTL and Carol Triebel, Consultant.

**Agenda:** Motion by LundBorg with support by Gwillim to approve the agenda as presented. Approved.

**Committee Updates:**

- **Personnel Committee-**
  - Responsibility Chart about 80% completed.
  - Have separate policy and personnel manuals.

**Review and Update Mission and Vision Statements:**

- Mission Statement -
  - Differing Mission Statements on website and policy manual.
  - Use the Mission Statement adopted on 01/18/2018.
  - Update website.
- Vision Statement –
  - To always be receptive to our changing community.

**Strategic Plan:**

- Data and environmental scan (What do we want to include?)
- Develop, revise and update the Board's goals and action plans.
- Work with focus groups.
  - Small groups – teachers, parents, students, community organizations.
  - Send out invitations.
  - Triebel will facilitate.
  - Train staff to empower them.
  - List of what we want to know.
  - Use white boards and sticky notes in presentations.
  - How do we work with schools?

**Board Comments:**

- LundBorg suggested working with the other libraries in the county to offer a bookmobile that travels the entire county especially underserved areas.
- Church-McHugh reviewed Libraries of the Future. Will send info to Board members.

- Gwillim has suggested we use Google Docs to centralize our documents for easy access. Trustees need training.

**To Do:**

- Need to collect data.
- Flynn to find previous surveys that were conducted in the community.
- Jaeb to ask for strategic plan from Pentwater Schools.
- LundBorg to contact local libraries (Hart, Shelby, Ludington, etc.).
- Jaeb to contact the school and a couple of individual teachers for possible focus groups.
- Flynn will contact Village and Township about strategic plans.
- Barker to update list of groups and organizations and send out to Board members.

**Next Meeting:** The next work session will be held on Thursday, May 12 at 5:30 PM.

**Adjournment:** Flynn adjourned the meeting at 7:35 PM.

Date: \_\_\_\_\_

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