

**Pentwater Township Library**  
**Board Work Session**  
**Minutes**  
06/13/2022

**Call to Order:** The Board Work Session was held at the PTL and was called to order at 5:32 PM by Board President Kendra Flynn.

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

**Also Present:** Carol Triebel, Consultant.

**Strategic Plan:**

- Need to confirm categories.
- Need to look at framework.
- Decide as a board on 3 or 5-year strategic plan.
- Brainstorming – Triebel led discussion
  - **Community Involvement –**
    - Township and Village meetings
    - Historical Society
    - Farmers’ Market
    - Diversity, Inclusion and Accessibility
    - Visibility to Community – Signage
    - Fundraising Mechanism Transparency
    - Collaborate with Local Libraries
    - Friends of the Library
    - Pentwater Schools
    - Include Notes from Board in Newsletter
  - **Services –**
    - Bookmobile Collaboration
    - Expand Library of Things
    - Delivery to Homebound and Seniors
    - Outdoor Programming
    - Classes for Seniors on Tech
    - Pre-school Service – Programs for 3-year-olds
    - Review Collection Acquisitions based on stats
    - Program Expectations
    - Website Update
    - Have AED and Narcan on site
  - **Fiscal Responsibility and Management -**
    - Fundraising Mechanism Transparency
    - Policy for Donations and Naming Rights
    - Consider cutting back on evening hours based on data
    - Policy for Board Rotation

- Ask Staff Members to attend Board meetings
- Accessibility of Board Membership
- Schedule of Board Meetings
- Non-Board Member to do Minutes
- Support Staff Development
- Millage
- Support Open Access to Collections via a Policy
- Budget Projects
- **Facilities and Grounds -**
  - Remove landscaping around building
  - Develop long-term plan for grounds
  - Move circ desk and reopen main entrance
  - Management of Donations - How to incorporate into plan

**Adjournment:** Flynn adjourned the meeting at 6:45 PM.

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

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