

# MINUTES 4.21.26

Pentwater District Library  
Regular Meeting Agenda  
Tuesday, April 21, 2026, 6:00 p.m.  
Pentwater District Library, 402 E. Park Street, Pentwater, MI 49449

**Call to Order:** 5:32 pm by Valerie Church-McHugh

**Roll Call:** In attendance: Elly Bainbridge, Jennifer Gwillim, Kendra Flynn, Valerie Church-McHugh, and Amber Jaeb. Absent: Joan LundBorg and Linda VanGills. Also in attendance: Mary Barker, Director

**Public comment on regular meeting agenda items (three minutes maximum) – none**

**Meeting Agenda – Review and Action:** Motion by Flynn with support from Jaeb to accept agenda as amended. *Approved*

**Consent Agenda – Review and Action:** Motion by Flynn with support from Gwillim to accept consent agenda. *Approved.*

**The consent agenda contains all routine items or business on which no disagreement or debate is anticipated. (Upon the request of any board member, an item shall be removed from the consent agenda and placed on the regular agenda under New Business).**

- A. Minutes: Board of Trustee meeting March 17, 2026  
Special Meeting March 23, 2026
- B. Payment of Bills
- C. Library Stats  
Year end for FY25-26  
March 2026  
Materials purchased FY25-26

**President's report:** It is National Library Week.

**Treasurer's report:** Included in packet and presented by Flynn. Motion by Gwillim with support from Jaeb to accept the March financial report. *Approved.*

**Committee reports:**

**Policy Committee:** By-Laws, second reading. Motion by Gwillim with support Bainbridge from to accept the changes to the library by-laws.

**Advocacy/PR and communications –** Val attended "Coffee with the Manager" at Pentwater Park Place and advocated to become a participating partner with the village. Book sale upcoming in June. 374 postcards sent out to Weare township households in the Pentwater School District welcoming that population to the library. Val will present to the Service Club next month. Exploring ideas for additional PR opportunities.

**Finance Committee:** Nothing to report. Will set up a meeting to review the fund balance policy.

**Personnel Committee:** Director review – committee recommending a general “satisfactory” rating. A formal evaluation will be conducted next year. Motion by Gwillim with support Bainbridge to approve a satisfactory performance for the 2025-2026 fiscal year. *Approved.*

**Building and Grounds Committee:** Nothing to report.

**Director’s Report:** Included in packet.

### **Continued Business**

**Strategic planning** – reviewed proposed mission, vision, and value statements.

**Millage campaign information** – submitted to the county. Discussed the formation of a YES committee.

### **New Business**

Friends group – coffee hour 5/11/26 0900-1200 at Methodist church.

Library of Michigan Memo – discussed and shared information.

Adjournment Motion by Bainbridge with support from Gwillim to adjourn

**Meeting adjourned at 7:50 pm**

Draft minutes submitted 4/21/26

Amber Jaeb, Secretary