

Pentwater District Library

First Regular Meeting of the New District Library

November 18, 2025 @ 6:00 P.M.

In the library at 402 E. Park Street,
Pentwater, Michigan 49449

Pentwater District Library

First Regular Meeting Agenda

Tuesday, November 18, 2025, 6:00 p.m.

Pentwater District Library, 402 E. Park Street, Pentwater, MI 49449

Call to Order: 6:03 by Valerie Church-McHugh

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

Minutes of the Pentwater District Library Organizational Meeting,

Motion: *"I move to approve the minutes of the Organizational Meeting held on November 18, 2025, as presented."* Motion by Bainbridge and with support from LundBorg. *Approved.*

Consent Agenda—Review & Action. Motion by Flynn with support from Jaeb to accept consent agenda. *Approved.*

Consent Agenda contains all routine items of 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 of the Regular Meeting of the Pentwater Township Library, October 21, 2025
- B. Payment of Bills
- C. Library Stats

Approval of Meeting Agenda – Motion by Bainbridge with support by Flynn to accept the agenda with the addition of committee reports. *Approved.*

Public Comment on Agenda Items (Three (3) minutes maximum)

President's Report

Letter of Official Formation of a District Library-- Library of Michigan, Dated October 17, 2025.
Report included in packet.

Treasurer's Report

October Financial Report. Motion by Gwillim with support from LundBorg to approve October 2025 treasurer's report. *Approved.*

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Adoption of Budget-- Our fiscal year ends March 31, 2026, this will serve as your transitional budget.

Motion: *"I move to adopt the existing Pentwater Township Library FY2025–26 budget as the interim budget for the Pentwater District Library through March 31, 2026."* Motion by VanGills with support from Jaeb. *Approved.* **Roll Call: LundBorg- yes, Bainbridge- yes, Gwillim- yes, Church-McHugh- yes, Flynn- yes, VanGills- yes, Jaeb- yes.**

Approval of Committee Appointments

Committees:

- Personnel Committee: Amber Jaeb, Jennifer Gwillim
- Policy Committee: Joan LundBorg and Mary Barker
- Bylaws Committee: Joan LundBorg and Mary Barker
- Finance Committee: Kendra Flynn, Elly Bainbridge
- Advocacy/Community Relations Committee: Amber Jaeb, Jennifer Gwillim, Linda VanGills
- Building and Grounds Committee: Committee of the whole

Motion: *"I move to approve the above committee appointments:"* Motion by Flynn with support from LundBorg. *Approved.*

Committee reports

Community Relations- discussed marketing strategies, and public statements. Mary will share press release. Committee will meet to determine next steps.

Approval of Reciprocal Borrowing Agreement

Approve participating in the Oceana County reciprocal agreement.

Motion: *"I move to approve participation in the Oceana County Reciprocal Borrowing Agreement and authorize the Director to finalize signatures with all partner libraries."* Motion by Gwillim with support by VanGills. *Approved.*

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Approval of Staff Holiday Closures

Current holidays:

New Year's Eve, New Year's Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day, Christmas Eve, Christmas Day.

Motion: *"I move to approve the library's official holiday closures for calendar year 2026 as presented."*
Motion by Gwillim with support from VanGills. *Approved.*

Approval of Audit

Requirements for a Short Audit from April 1, 2025, until October 16, 2025, must be completed for the Township, but can be completed along with our District Library's first audit from October 17, 2025- March 31, 2026, completed by Gabridge & Company.

Motion: *"I move to approve that the library complete two short audits, one for the Township and this will be the final audit of the "Pentwater Township Library" and one for the "Pentwater District Library" and will be the first audit."* Motion by Jaeb with support from Bainbridge. *Approved.*

Director's Report

Included in packet. Talking points about becoming a district library also included in packet.

Continued Business

New logo shared in packet. Ongoing discussions will be had with community relations committee.

New Business

Public Comment (Three (3) minutes maximum)

Other Items from Board of Trustees or Director

Adjournment

Motion: *"I move to adjourn the First Regular Meeting of the Pentwater District Library Board."* Motion by Flynn with support from Jaeb. *Approved.*

Draft minutes submitted 11/18/25

Amber Jaeb, Secretary

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