

# 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**

### **Roll Call**

### **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."*

### **Consent Agenda—Review & Action**

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**

### **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

### **Treasurer's Report**

October Financial Report

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."*

### **Approval of Committee Appointments**

# 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

### Committees:

- Personnel Committee: Names: \_\_\_\_\_
- Policy Committee: Names \_\_\_\_\_
- Bylaws Committee: Names: \_\_\_\_\_
- Finance Committee Names: \_\_\_\_\_
- Advocacy/Community Relations Committee: Names:  
\_\_\_\_\_
- Building and Grounds Committee: Names:  
\_\_\_\_\_

**Motion:** *"I move to approve the following committee appointments: (list members/committees)."*

### 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."*

### 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."*

### 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 the library's requirement to 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."*

### Director's Report

# 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

## **Continued Business**

New Logo

## **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."*