Minutes
Pentwater District Library
Regular Meeting Agenda
Tuesday, August 18, 2026, 5:30 p.m.
Pentwater District Library, 402 E. Park Street, Pentwater, MI 49449

Call to Order: 5:30 pm by Valerie Church-McHugh

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

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

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

Adding to New Business: MMLL Annual Meeting and Information from Oceana County Equalization Director

Removing from Continued Business: Generator/Labor and IRS-Name Change

Consent Agenda – Review and Action: Motion by Bainbridge with support from LundBorg 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 – June 16, 2026

   Special Meeting Minutes – July 28, 2026

B. **Payment of Bills**
C. **Library Stats**

President's report: Presented by Church-McHugh – Millage passed, discussions about next steps and how we will utilize the funding. Positive responses during Homecoming parade.

Treasurer's report: Included in packet and presented by Flynn. Reviewed by board members. Motion by LundBorg with support from VanGills to accept the April financial report. *Approved*.

Committee reports:

Policy Committee: First Reading of PDL Policy – Social Security Number Privacy Policy.

Advocacy/PR and communications: 'Thank You' messaging will be sent out from the board of trustees.

Finance Committee: Next meeting TBD

Personnel Committee: Nothing to report

Strategic Planning Committee: Next meeting scheduled September 22, 2026 at 5:30 pm

Building and Grounds Committee: Next meeting tentatively planned for October 2026.

Director's Report: Included in packet and presented by Mary.

Continued Business

Audit

Disability Audit – findings discussed and copies will be shared with board members.

New Business

Generator/Labor – received one bid for a generator and will seek additional options and prices for a potential second bid.

IRS-Name Change – completed. Banking information to be updated.

MMLL Annual Meeting – scheduled for 9/15/2026. Director requested to close the library that day. Motion by Gwillim with support from LundBorg to close the library for the day so staff can attend the meeting. *Approved*.

Information from Oceana County Equalization Director – contacted Mary to confirm new district library boundary lines and the process to determine collection amounts as a result of the new milage.

Public Comment on Pentwater District Library Matters: None

Other items from Board of trustees or Director:

Two board members are up for re-appointment in November, 2026.

Future state of Friends of the Library group

Adjournment: Motion by Bainbridge with support from Jaeb to adjourn.

Meeting adjourned at 6:58 pm

Draft minutes submitted 8/18/26

Amber Jaeb, Secretary