Meeting Minutes
Pentwater District Library
Regular Meeting Agenda
Tuesday, October 15, 2026, 5:30 p.m.
Pentwater District Library, 402 E. Park Street, Pentwater, MI 49449

Call to Order: 5:33 pm by Valerie Church-McHugh

Roll Call: In attendance: Valerie Church-McHugh, Amber Jaeb, Kendra Flynn, Elly Bainbridge, Jennifer Gwillim, Linda VanGills. Absent: Joan LundBorg. 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 VanGills to accept agenda as amended (added topic to New Business). *Approved*

Consent Agenda – Review and Action: Motion by Flynn with support from Jaeb to accept consent agenda as amended (edit to roll call from 9/15/26 meeting). *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:**
   September Meeting Minutes - September 15, 2026
   Special Meeting Minutes – September 22, 2026
B. **Payment of Bills**
C. **Library Stats**

President's report: Nothing new to share. All updates included in planned agenda.

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

Committee reports:

Policy Committee: Gift and gratuity policy for trustees and employees – First Reading

Advocacy/PR and communications: nothing new to report

Finance Committee: included in treasure report, nothing new to report

Personnel Committee: nothing to report

Strategic Planning Committee: Strategic Plan

Review and discussion of readiness for adoption, with possible action to approve the plan.

Motion by Gwillim with support Bainbridge from to accept the Board of Trustee portion of the Strategic Plan 2026-2030 (pages 1-9).

Individual committees will each meet prior to the end of the year for ongoing and future committee work.

Building and Grounds Committee: nothing to report

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

Continued Business

New Business

Board member re-appointment and appointment

Board member orientation checklist

YESA changes with YEPP (youth employee)

Stats for summer activities

RFP example for planning

Review board meeting time and date for monthly meetings

Library closure for 10/31/26 – Motion by Jaeb with support from Gwillim to approve closure of the library on 10/31/26 to prepare for the haunted library.

Other items from Board of trustees or Director: Discussion about library board recruitment and future board member planning. Discussion about future of the Friends of the Library which has decided to dissolve. Discussed ideas on future advocacy partnership with the school. Discussed Christmas gifts for the library staff members.

Public Comment on Pentwater District Library Matters: None

Adjournment: Motion by VanGills with support from Flynn to adjourn.

Meeting adjourned at 7:20 pm

Draft minutes submitted 10/20/26

Amber Jaeb, Secretary