

Pentwater District Library
Regular Meeting Agenda
Tuesday, January 20, 2026, 5:30 p.m.
Pentwater District Library, 402 E. Park Street, Pentwater, MI 49449

Call to Order: 5:31 by Valerie Church-McHugh

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

Consent Agenda—Review & Action. Motion by Gwillim with support from Bainbridge to accept consent agenda with edits to the December minutes. *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: Board of Trustee meeting December 9, 2025.

B. Payment of Bills

C. Library of Stats (December 2025)

Approval of Meeting Agenda – Motion by VanGills with support by Gwillim to accept the agenda with the addition of committee reports, to move personnel presentation into bylaw discussion, and to make a policy for signature stamp addition of another board member under new business. *Approved.*

President’s Report – February 9, 2026- Weare township meeting. Several board members will be in attendance.

Treasurer’s Report – December and January’s financial report. Included in packet, reviewed by board president. Motion by Gwillim with support by Jaeb to accept the treasurer’s report. *Approved.*

Committee reports

Policy Committee – Updated bylaws, first reading

Advocacy/PR and Communications – Logo report by director.

Finance Committee – Finance meeting, January 7, 2026

Personnel Committee – nothing to report.

Building and Grounds Committee – Landscape projects are still developing.

Director’s Report

Included in packet.

Continued Business

Committee meeting schedule – sample included in packet. Board members to continue reviewing and will share suggestions.

Election of officers – Motion by LundBorg with support from VanGills to approve the selection of officers to continue as they were in December 2025. *Approved.*

President: Valerie Church-McHugh, Vice President: Jennifer Gwillim, Treasurer: Kendra Flynn, Secretary: Amber Jaeb, Trustee: Joan LundBorg, Elly Bainbridge, and Linda VanGills.

Memo – additional signatory Motion by LundBorg with support by Bainbridge to approve the addition of the vice president as an additional signatory. *Approved.*

Rebranding campaign. Motion by Gwillim with support from Jaeb to support the PR/communications rebranding proposal. *Approved.*

Motion by Bainbridge with support from Gwillim to move budgeted expense money to the rebranding campaign. Motion retracked by Bainbridge.

New Business

Telling the Library's Story – Niche Academy

Budget hearing – February 17, 2026

Strategic Plan – Draft handout

Capital projects plan – project ideas included in packet and explained by director. Discussed prioritizing and adding additional projects.

Public Comment (Three (3) minutes maximum) – none

Other Items from Board of Trustees or Director – none

Adjournment. Motion by VanGills with support from Gwillim to adjourn.

Meeting adjourned at 7:16 pm.

Draft minutes submitted 1/20/26

Amber Jaeb, Secretary