

**Pentwater District Library**  
**Regular Meeting Agenda**  
**Tuesday, December 9, 2025, 6:00 p.m.**  
**Pentwater District Library, 402 E. Park Street, Pentwater, MI 49449**

**Call to Order:** 5:34 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

**Consent Agenda—Review & Action.** Motion by LundBorg with support from Bainbridge to accept consent agenda minus the library stats and payment of bills. *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 First Regular Meeting of the Pentwater Township Library, November 18, 2025

B. Payment of Bills

C. Library Stats (November 2025)

**Approval of Meeting Agenda** – Motion by Bainbridge with support by Flynn 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.*

**Public Comment on Agenda Items** (Three (3) minutes maximum) – None.

**President’s Report** – Discussed expectations for board member participation and interactions.

**Treasurer’s Report** – No report to review.

**Committee reports**

Committee Structure – Discussed possible options for future committee structures.

By-Laws Committee – First reading. Revisions discussed and addressed.

Advocacy/PR and Communications – Committee met on 11/26/25 and brainstormed ideas for logos and how to best involve the community in our rebrand and introduction of the District Library. Press release expected by 12/31/25.

Finance Committee – Did not meet. Will explore meeting dates to begin gathering information to support district library.

Personnel Committee – Report to address nominating of officers for future slate included in packet. First reading.

Building and Grounds Committee – Did not meet.

Policy Committee – Shared 1<sup>st</sup> reading of several policies. Provided in packet.

**Director’s Report**

Included in packet.

**Continued Business**

**New Business**

Election of Officers. Motion by LundBorg with support by VanGills to extend the current slate of board officers to January 2026 to adjust for the potential appointment of new trustees by the Pentwater Township and School Boards in December. *Approved.*

Annual Investment Report – included in packet.

Credit Cards – Motion to support resolution of credit card accounts by Lundborg with support by VanGills. Roll Call: Jaeb-yes, Flynn-yes, Bainbridge-yes, VanGills-yes, LundBorg-yes, Gwillim-yes, Church-McHugh-yes, Jaeb-yes. *Approved.*

Corrected Board of Trustees contact information – ongoing.

Signature Stamp – Will add a third signatory and this will be voted on at January meeting.

**Public Comment (Three (3) minutes maximum)**

**Other Items from Board of Trustees or Director – none**

**Adjournment. Motion by Flynn with support from Jaeb to adjourn.**

**Meeting adjourned at 7:24 pm.**

Draft minutes submitted 12/9/25

Amber Jaeb, Secretary