

**Board of Trustees of the Peter White Public Library
Regular Board Meeting
Minutes
October 16, 2018**

A regular meeting of the Board of Trustees of the Peter White Public Library was held on Tuesday, October 16, 2018 in the Shiras Room of the Library. The Meeting was called to order by President Anne Donohue at 5:01 PM.

Members Present: Anne Donohue, Patrick Myron, Andrew Dalian, Carol Steinhaus, John Mallo

Members Absent: None

TAC Member Present: None

Library Staff Present: Andrea Ingmire, Library Director; Heather Steltenpohl, Development Director; Rick Orr, Finance Director; Sarah Rehborg, Youth Services Department Head; Margaret Boyle, Circulation Department Head; Brett Bartlett, Administrative Assistant

The Agenda was approved as presented on a motion by Dalian. The motion was supported by Steinhaus. Motion carried 5-0.

The Minutes of the September 24, 2018, meeting were approved as presented on a motion by Steinhaus with support by Dalian. Motion carried 5-0.

Special Presentation

Phil Niemi addressed the board and answered questions regarding the modernization proposal for the elevator.

Public Comment – No comments

Township Advisory Council Report – none

Financial Reports and Approval of Bills

Rick Orr presented the financial reports and bills for September 2018 in the amount of \$891,138.83. Motion by Dalian to approve the bills. Seconded by Steinhaus. Motion carried 5-0.

Board Action Items

- A. **Elevator Modernization Contract** – On a motion by Steinhaus, **the Peter White Public Library Board of Trustees moves to approve the Elevator Modernization Contract with Thyssenkrupp for \$84,900.** Motion seconded by Mallo. Motion passes 5-0.
- B. **Board Meeting Schedule 2019** – On a motion by Mallo, **the Peter White Public Library Board of Directors moves to adopt the 2019 Board Meeting dates as presented.** Motion seconded by Steinhaus. Motion carried 5-0.
- C. **One-Day Library Closure** – On a motion by Steinhaus, **the Peter White Public Library Board of Trustees moves to close the library on November 23, 2018, as a thank-you gesture to staff, ensuring that all staff are paid.** Motion seconded by Mallo. Motion passes 5-0.
- D. **Non-Holiday Library Closings 2019** – On a motion by Dalian, **the Peter White Public Library Board of Trustees moves to adopt the 2019 Library Closings Schedule as presented.** Motion supported by Mallo. Motion carried 5-0.

- E. **Food for Fines** – On a motion by Myron, **the Peter White Public Library Board of Trustees moves to approve the Food for Fines program. This program will run Nov. 12 through Dec. 5. Food for Fines can be used to pay library fines. One non-perishable food item will be accepted for \$1 owed in fines. The Food for Fines Program can also be used for DVD rentals; one food item per DVD rental.** Motion seconded by Steinhaus. Motion passes 5-0.

Public Comment

Sarah Rehborg advised the board that the shelves have been moved back into the Youth Services room. Friday, October 18 is the last day the Youth Services Department will be open at the mall location, and will re-open at the main branch on October 31. Sarah also reported that Prime Time is going very well, with 95-97 family members attending each event thus far.

Old Business

Ingmire updated the board on the renovation project.
Ingmire updated the board on millages.

New Business/Board Member Comment

None

Standing Reports

Staff addressed questions and comments related to Standing Reports.

Motion by Mallo to adjourn. Seconded by Steinhaus. Motion carried 5-0. Meeting adjourned at 6:25 pm.

Respectfully Submitted,

Patrick Myron,
Secretary