

**Board of Trustees of the Peter White Public Library
Regular Board Meeting
Minutes
November 20, 2018**

A regular meeting of the Board of Trustees of the Peter White Public Library was held on Tuesday, November 20, 2018 in the Shiras Room of the Library. The Meeting was called to order by President Anne Donohue at 5:04 PM.

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

Members Excused: John Mallo

TAC Member Present: Beth Linna, Skandia Township

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

The Agenda was approved as presented on a motion by Steinhaus. The motion was supported by Dalian. Motion carried 4-0.

The Minutes of the October 16, 2018, meeting were approved as presented on a motion by Steinhaus with support by Dalian. Motion carried 4-0.

Public Comment – No comments

Township Advisory Council Report – Beth Linna reported good local turnout at the election and on other happenings in Skandia Township.

Financial Reports and Approval of Bills

Rick Orr presented the financial reports and bills for October 2018 in the amount of \$720,418.81. Motion by Dalian to approve the bills. Seconded by Steinhaus. Motion carried 4-0.

Board Action Items

- A. **Approved Signer List** – On a motion by Steinhaus, **the Peter White Public Library Board of Trustees moves to approve the updated authorized signers for the specified functions necessary to manage the Peter White Public Library.** Motion seconded by Myron. Motion passes 4-0.
- B. **Fine Free Youth Materials Discussion** – The Board discussed the possibility of continuing this program after the trial period ends in January 2019. Action tabled until the December Board meeting.
- C. **Spelling Bee Special Liquor License** – On a motion by Dalian, **the Peter White Public Library Board of Trustees recommends the application for special license for issuance by the State of Michigan Department of Licensing and Regulatory Affairs.** Motion seconded by Steinhaus. Motion passes 4-0.
- D. **Tentative Agreement – Union Contract** – On a motion by Steinhaus, **the Peter White Public Library Board of Trustees moves to approve the tentative agreement regarding wage increases for Union Staff. This change is final only when the Union staff vote to ratify the agreement.** Motion supported by Dalian. Motion carried 4-0.

E. **Non-Union Wages** – On a motion by Steinhaus, the Peter White Public Library Board of Trustees moves to approve the following motions:

- **The Board of Trustees of the Peter White Public Library approves a one-time bonus for Library Pages as follows:**
Under one-year service \$100/page
Two or more years of service \$200/page
These bonuses will be issued at the same time that the longevity payments are issued for the staff. This bonus does not prevent longevity payments from being paid if due to a Library Page.
Wages for Library Pages will be reviewed in next Fiscal year.
Motion seconded by Dalian. Motion passes 4-0.
- **The Library Board of Trustees approves a wage increase of \$0.30/hr for all Library Administrative staff and Library Director. These wages will be effective on December 10, 2018.**
Motion seconded by Myron. Motion passes 4-0.
- **The Library Board of Trustees approves a step increase scale for new Administrative staff. This structure, which follows union wage scale, will be contained in the Personnel Manual once complete.**
 - **Non-MLS Administrative Staff: Position affected for NEW hires: Administrative Assistant, Development Director, Financial Director**
 - Step increase 1: Present wage + \$1.05
 - Step increase 2: Present wage + \$0.50
 - **MLS Administrative Supervisory Staff: Positions affected for NEW hires: Assistant Director/Network Administrator**
 - Step increase 1: Present wage + \$1.35
 - Step increase 2: Present wage + \$0.50Motion seconded by Dalian. Motion passes 4-0.

Public Comment

Samantha Ashby spoke to the board in favor of the PWPL going fine-free. Samantha reported that top-rated libraries across the country are going in that direction, especially for Youth Services. Samantha stated that the revenue lost from fine collection should come from grants, etc.

Old Business

Ingmire updated the board on the construction project including the RFQ for repurposing the boat deck into a play area. Ingmire also reported that the “bridge” area of the second floor of the library, along with the Shiras and Heritage Rooms, will be closed November 26, 2018, through December 14, 2018, due to the renovation project.

Ingmire updated the board on election results.

New Business/Board Member Comment

- A. **Hope Dunne – Young Author Wall** – Ingmire updated the Board about moving the Hope-Dunne Young Author Wall from the Westwood Mall to the PWPL. Discussion of this item will be on the agenda of the next Board meeting.

Standing Reports

Steltenpohl reported that the financial numbers in the Development Director’s report should read “\$32,835 from 63 gifts since October 1, 2018”.

Staff addressed other questions and comments related to Standing Reports.

Motion by Myron to adjourn. Seconded by Dalian. Motion carried 4-0. Meeting adjourned at 6:40 pm.

Respectfully Submitted,

Patrick Myron,
Secretary