

**Board of Trustees of the Peter White Public Library
Regular Board Meeting
Minutes
August 21, 2018**

A regular meeting of the Board of Trustees of the Peter White Public Library was held on Tuesday, August 21, 2018 in the Shiras Room of the Library. The Meeting was called to order by President Anne Donohue at 5:01PM.

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

TAC Member Present: Beth Linna

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

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

The Minutes of the July 17, 2018 meeting were approved as presented on a motion by Myron with support by Steinhaus. Motion carried 5-0.

Special Presentations

Jim Jajich. Jim reported on publicity for the millage campaign in the townships. Jim stated that he has seen a lot of support for the library in the townships when attending township meetings. Two upcoming media events to promote millages and featuring Ingmire are Media Meet with Bill Hart and Walt Lindala on Sunny 101.9.

Janet Joswiak, Supporters of the PWPL. Janet reported on the group's efforts to promote the library millages.

Public Comment – No comments

Township Advisory Council Report – Beth Linna, Skandia, advised the board that there is a new TAC member, Barb Bradley, from Skandia. Beth also reported that there is a proposal for a distillery in Skandia.

Financial Reports and Approval of the Bills

Rick Orr presented the financial reports and bills for July 2018 in the amount of \$469,862.18. Motion by Dalian to approve the bills. Seconded by Mallo. Motion carried 5-0.

Board Action Items

FY 2018/2019 Budget - Ingmire presented a budget for FY 2018/2019 showing Revenues and Expenditures totaling \$1,898,730.00. On a motion by Steinhaus, **the Peter White Public Library Board of Trustees moves to approve the budget for FY 2018/2019 as presented.** Motion seconded by Mallo. Motion carried 5-0.

Public Comment – No comments

Old Business

Ingmire updated the Board on the renovation project.

Ingmire updated the Board on millages.

New Business/Board Member Comment

- A. **Meeting Room Policy** – Ingmire reported on plans to update the current Meeting Room Policy. Revision will take several months and will include use of the new integrated technology that will be available in the rooms after renovations. Input from groups that currently use the meeting rooms will be sought. Room use is one of the most valuable services the PWPL offers to the community.
- B. **Director Evaluation** – Steinhaus updated the trustees on the Director Evaluation. Ingmire has agreed to table the discussion of compensation until January.
- C. **Project Management** – Myron suggested that project management be included in director duties, under the Goals and Objectives heading. Steinhaus and Donohue will work on wording.
- D. **Staff Changes Metric** – Dalian indicated that adding the number of staff changes to the Director Evaluation would show how hobbled the director is by HR and hiring duties. Steinhaus and Donohue will address this suggestion.

Standing Reports

Staff addressed questions and comments related to Standing Reports.

Good of the Order

Ingmire reported that Carol Fitzgerald is moving to Kalamazoo. Carol started the library gardens and has been instrumental in their upkeep as well as fundraising for the gardens. A party was held for Carol on August 21, 2018 in the PWPL Gallery.

Motion by Steinhaus to adjourn. Seconded by Dalian. Motion carried 5-0. Meeting adjourned at 6:30PM.

Respectfully Submitted,

Patrick Myron,
Secretary