

**Board of Trustees of the Peter White Public Library
Regular Board Meeting
Minutes
May 22, 2018**

A regular meeting of the Board of Trustees of the Peter White Public Library was held on Tuesday, May 22, 2018 in the Shiras Room of the Library. The Meeting was called to order by President Anne Donohue at 5:05PM.

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

Members Absent: Carol Steinhaus

Library Staff Present: Andrea Ingmire, Library Director; Dominic Davis, Administrative Assistant; Heather Steltenpohl, Development Director; Rick Orr, Finance Director; Bruce MacDonald, Technical Services Librarian; Margaret Boyle, Circulation Services Department Head; Sarah Rehborg, Youth Services Librarian; Samantha Ashby, Adult Services Department Head

Election of Officers – Myron nominated Anne Donohue be reappointed Board president. Motion seconded by Mallo. Motion carried 4-0.

Donohue nominated Patrick Myron as Secretary of the Peter White Public Library Board of Trustees. Dalian seconded. Motion carried 4-0.

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

The Minutes of the April 17, 2018 meetings were approved as presented on a motion by Mallo with support by Dalian. Motion carried 4-0.

Public Comment – Rehborg answered questions from the Board about the Children's Branch at the Westwood Mall. Ingmire introduced Samantha Ashby as PWPL's recently promoted Adult Services Department Head.

Financial Reports and Approval of the Bills

Rick Orr presented the financial reports and bills for April 2018 in the amount of \$153,560.23. Motion by Mallo to approve the bills. Seconded by Myron. Motion carried 4-0.

Board Action Items

- A. Library Fines** – On a motion by Dalian, **the Peter White Public Library Board of Trustees moves to temporarily suspend overdue fines on juvenile and teen library books and audiobooks owned by PWPL. This will not negate fines which are accumulated due to loss of or damage to library materials. This change will become effective June 4, 2018 and will expire on January 15, 2019. Pre-existing overdue fines will be waived by library staff.** Motion seconded by Myron. Motion carried 4-0.
- B. Amended Budget** – Ingmire and Orr presented an amended budget for FY2017/2018 showing Revenues and Expenditures totaling \$6,067,832.00. On a motion by Myron, **the Peter White Public Library Board of Trustees moves to approve the Amended budget for FY2017/2018 as presented.** Motion seconded by Mallo. Motion carried 4-0.
- C. Millage Resolutions** – Ingmire updated the Board on ballot initiatives and recent meetings with township Boards. No ballot language provided at this time. No action taken.

D. Authorized Signer List – Ingmire presented the Board with an updated list of persons to be designated by the Board of Trustees of the Peter White Public Library to sign financial and operational documents essential to operations. On a motion by Dalian, **the Peter White Public Library Board of Trustees authorizes the above authorized signers for the specified function necessary to manage the Peter White Public Library.** Motion seconded by Mallo. Motion carried 4-0.

Public Comment – No comments

Old Business

Ingmire updated the Board on the renovation project.

New Business/Board Member Comment

Mallo asked that the Board be provided with updated library staff contact information for the June meeting.

Dalian updated the Board on changes at MARESA.

Donohue asked for additional Board involvement on the PWPL Personnel Committee.

Standing Reports

Staff addressed questions and comments related to Standing Reports.

Motion by Mallo to adjourn. Seconded by Dalian. Motion carried 4-0. Meeting adjourned at 6:29PM.

Respectfully Submitted,



Patrick Myron,
Secretary