

**Board of Trustees of the Peter White Public Library  
Regular Board Meeting  
Minutes  
April 16, 2019**

A regular meeting of the Board of Trustees of the Peter White Public Library was held on Tuesday, April 16, 2019, 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, John Mallo

**TAC Member Present:** Suzanne Standerford, Sands Township

**Library Staff Present:** Andrea Ingmire, Library Director; Rick Orr, Finance Director; Samantha Ashby, Adult Services Department Head; Lynette Suckow, Reference Services; Bruce MacDonald, Assistant Director/IT Coordinator; Heather Steltenpohl, Fund Development Director; Brett Bartlett, Administrative Assistant

**The Agenda** was approved as presented on a motion by Steinhaus. The motion was seconded by Mallo. Motion carried 5-0.

**The Minutes** of the March 19, 2019, meeting were approved on a motion by Dalian with support by Steinhaus. Motion carried 5-0.

**Special Presentation** – Corporal John Rink of the Marquette City Police presented to the Board on the use of Narcan.

**Public Comment** – none

**Township Advisory Council Report** – Standerford reported on the happenings in Sands Township.

- The limited access to recycling facilities is a main topic at Township meetings.
- Gwinn Schools is attempting to establish a sinking fund.

**Financial Reports and Approval of Bills**

Rick Orr presented the financial reports and bills for March 2019 in the amount of \$295,854.74. Motion by Dalian to approve the bills. Seconded by Steinhaus. Motion carries 5-0.

**Board Action Items**

- Reference Research Policy** – On a motion by Mallo, **the Board of the Peter White Public Library moves to approve the Research Policy and Fees as presented.** Motion seconded by Steinhaus and carries 5-0.
- Library of Things Policy** – No action at this time. First reading of this policy.
- Training Reimbursement** – For discussion; to be presented for approval in May 2019.

**Public Comment** – Samantha Ashby mentioned to the Board that caution should be used regarding training reimbursement for staff, because it could set a precedent.

### **Old Business**

- A. **Audit** – Orr addressed questions and comments related to the Library's most recent audit.
- B. **Renovation Updates** – Ingmire updated the board on the outstanding projects to be completed.

### **New Business**

- A. **Naloxone (Narcan)** – The Board discussed the possibility of obtaining Narcan to administer to staff or patrons who come in contact with opioids. Ingmire stated that there were mixed feelings on this issue when discussed at the most recent Supervisor On Duty meeting. A possibility would be obtaining training on the use of Narcan before making a decision. Mallo reiterated that administering Narcan would not be compulsory.

### **Board Member Comment**

Mallo requested that the Board explore the possibility of a \$15.00 minimum wage for library employees. In addition, he would like to explore resuming operations on Sundays. Ingmire stated that a committee will be established to look into these issues.

Dalian praised the PWPL and staff for the savings on the building's electricity.

Steinhaus stated that bus that serves handicapped patrons lets them out on the wrong side now, into traffic. Discussion ensued on solving this problem. Mallo recommended designating a spot as the loading zone for our special needs patrons.

Mallo expressed concern that Facebook posts that are not created by Library staff sometimes look like official Library posts; for example, the Supporters of the PWPL's posts could confuse patrons for coming directly from Library staff.

### **Standing Reports**

Ingmire informed the board that we received a letter from a patron who appreciated being able to borrow a chair.

Steltenpohl reported that the Peter White Public Library was selected for Beth Millner's annual fundraising campaign. We are one of four recipients selected.

Staff addressed other questions and comments related to Standing Reports.

### **Good of the Order**

No comments.

Motion by Steinhaus to adjourn. Seconded by Myron. Motion carries 5-0. Meeting adjourned at 7:12 pm.

Respectfully Submitted,

Patrick Myron,  
Secretary