

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

A regular meeting of the Board of Trustees of the Peter White Public Library was held on Tuesday, July 16, 2019, in the Shiras Room of the Library. The Meeting was called to order by President Anne Donohue at 5:00 pm.

Members Present: Anne Donohue, Patrick Myron, John Mallo, Carol Steinhaus (arrived at 5:20 pm)

Members Excused: Andrew Dalian

TAC Member Present: Judy White, Chocolay Township

Library Staff Present: Andrea Ingmire, Library Director; Rick Orr, Finance Director; Bruce MacDonald, Assistant Director/IT Coordinator; Heather Steltenpohl, Development Director; Sarah Rehborg, Youth Services Director; Lynette Suckow, Reference Department; Ali Fulsher, Reference Department; Brett Bartlett, Administrative Assistant

The Agenda was approved as presented on a motion by Mallo. The motion was seconded by Myron. Motion carried 3-0.

The Minutes of the June 18, 2019, meeting were approved on a motion by Myron with support by Mallo. Motion carried 3-0.

Special Presentation – A presentation was made by Eric Froberg of Mark Aho Financial Group on the investment policy proposal for the Peter White Public Library Carroll Paul Memorial Trust Fund. An Investment Policy Statement was provided to participants. Discussion and questions ensued.

Public Comment – Sarah Rehborg reminded the Board that Mary Schneeberger, Teen Services Coordinator, will be retiring and her last day is July 31, 2019.

Township Advisory Council Report – Judy White noted that Chocolay is losing their Township Manager. White also informed the Board that Chocolay Township residents greatly appreciate the use of the library.

Financial Reports and Approval of Bills

Rick Orr presented the financial reports and bills for June 2019 in the amount of \$291,419.43 and addressed related questions and comments. Motion by Mallo to approve the bills. Seconded by Steinhaus and carried 4-0.

Board Action Items

- A. **Investment Policy Statement** – This is the first reading of these policies. No action needed at this time. Eric Froberg will attend the August Board Meeting as needed.

Public Comment – None

Old Business

- A. Renovation Updates** – Ingmire clarified that there is a year remaining to spend the remaining funding for the library bond projects and updated the Board on remaining and ongoing projects.

Ingmire informed the Board that it was recently discovered that new elevator software was not installed as part of the modernization process. The new software has already been paid for as part of the modernization fee. Ingmire has been in touch with the thyssenkrupp, the elevator company, and has not been successful in obtaining a commitment from them to return to install the software. Steinhaus and Myron stated they would be willing to contact the elevator company. Mallo suggested contracting an attorney to contact thyssenkrupp.

- B. Fine Free/Automatic Renewals** – Ingmire outlined an automatic renewal process that would be an alternative to going fine free. Discussion ensued. This renewal system will continue to be investigated.

New Business/Board Member Comment

- A. IdentoGO Partner** - Ingmire introduced the topic of potentially becoming an IdentoGO Partner Agency. The Library would provide space and staffing while IdentoGO would schedule appointments and provide the equipment. There was discussion and the following issues were raised:
- Finding a space would be the most challenging piece, especially considering privacy issues.
 - Library employees staffing the IdentoGO equipment would be required to go through drug testing.
 - The Library may be able to use the IdentoGO equipment to offer passport photos.

This subject will continue to be discussed in the coming months.

Standing Reports

Staff addressed questions and comments related to Standing Reports.

Ingmire raised the topic of the Northern Michigan Library Network (NMLN) being dissolved. Discussion ensued. The PWPL Board of Trustees, along with other member library boards, will be asked for a decision regarding a recommendation on withdrawing from NMLN in the coming months.

Good of the Order

Ingmire stated the need for a Budget Work Session this year. A Doodle Poll will be sent to Board members to determine a date.

Motion by Myron to adjourn. Seconded by Steinhaus. Motion carries 4-0. Meeting adjourned at 7:00 pm.

Respectfully Submitted,

Patrick Myron,
Secretary