

**Board of Trustees of the Peter White Public Library  
Regular Board Meeting  
Minutes  
February 18, 2020**

A regular meeting of the Board of Trustees of the Peter White Public Library was held on Tuesday, February 18, 2020, in the Shiras Room of the Library. The Meeting was called to order by President Anne Donohue at 5:02 pm.

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

**TAC Member Present:** Peggy Jensen, West Branch Township

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

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

**The Minutes** of the January 21, 2020, meeting were approved as presented on a motion by Steinhaus and seconded by Myron. Motion carried 5-0.

**Public Comment:** None

**TAC Report:** Jensen reported on the most recent West Branch Township meeting. Ingmire attended the meeting, and reported the number of checkouts by Township patrons of the Library, a statistic the Township Board had requested. The Township Board is in the process of deciding whether to include the Library millage renewal on the ballot in 2020. Library Board members thanked Jensen for serving as a liaison.

**Financial Reports and Approval of Bills:** Orr presented the financial reports and bills for January 2020 in the amount of \$155,165.14 and addressed related questions and comments. Motion by Dalian to approve the bills with support from Steinhaus. Motion carried 5-0.

**Board Action Items**

- A. **Study Room Policy** – This policy update will extend the reservation period from two hours to three hours. **No action needed. First reading of this policy change.**
- B. **Local History Collection Development Policy** – Mallo suggested referencing all the Townships in the PWPL service area in this policy instead of just the City of Marquette. Ingmire and Ashby will explore this possibility. **No action needed. First reading of this policy change.**
- C. **Victoria Wolf Recording Booth Policy** – Ingmire distributed the recording booth policy, which is attached to these minutes. Mallo suggested adding a plaque outside the booth

describing Victoria Wolf and her contributions, as well as in other Library locations that are named after people. **No action needed. First reading of this policy.**

**D. NMLN Resolution – See resolution attached to these minutes.**

**E. Budget Revision – On a recommendation by Myron with support from Dalian, the Peter White Public Library Board of Trustees moves to adopt the budget revisions as presented.** Motion carried 5-0.

**Public Comment – None**

### **Old Business**

A. **2020 Millage Proposals** – Ingmire noted a letter will go out in the coming week requesting the Townships in the Library service area place the Contract for Library Service millage renewal on the 2020 ballot.

### **New Business**

- A. **Smoke and Tobacco-Free Library Grounds** – Discussion occurred regarding the information on smoke and tobacco-free libraries and the following points were made:
- 1) It may be wise to notify law enforcement when the policy will take effect, as some people may have volatile reactions.
  - 2) Rolling the policy out in the summer will give people ample warning, and also the nice weather may help ease the transition.
  - 3) A Library representative could address the Warming Center residents on this change ahead of time.
- B. **Board Member Appointments** – There was discussion regarding a new Board member appointment, as Steinhaus will not be seeking re-appointment.

### **Board Member Comment**

Mallo suggested including library staff representation at the Board meetings (actually sitting at the table as opposed to in the gallery), as this would give staff more say and would contribute to transparency. This representative would be a non-voting member. A committee will be established to explore this possibility.

Myron and Mallo will be absent from the March Board meeting.

Ingmire will explore Skype participation for the March Board meeting.

### **Standing Reports**

Staff addressed questions and comments related to Standing Reports.

Motion by Steinhaus to adjourn. Seconded by Myron and carried 5-0. Meeting adjourned at 6:42 pm.

Respectfully Submitted,

Patrick Myron  
Secretary