

Board of Trustees of the Peter White Public Library
Regular Board Meeting
Minutes
April 21, 2020

A regular meeting of the Board of Trustees of the Peter White Public Library was held on Tuesday, April 21, 2020, via Zoom Video. The Meeting was called to order by President Anne Donohue at 5:01 pm.

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

Members Excused: John Mallo

Library Staff Present: Andrea Ingmire, Library Director; Bruce MacDonald, Assistant Director/IT Head; Heather Steltenpohl, Development Director; Rick Orr, Finance Director; Samantha Ashby, Adult Services Department Head; Margaret Boyle, Circulation Department Head; Sarah Rehborg, Youth Services Department Head; Amanda Pierce, Teen Services; Lynette Suckow, Reference Services; Ruth Ammons, Youth Services; Brett Hubbard, Administrative Assistant

The Agenda was approved as presented on a motion by Steinhaus. The motion was seconded by Dalian. Motion carries 4-0.

The Minutes of the February 18, 2020 regular board meeting and the March 27, 2020 special board meeting were approved as presented on a motion by Myron and seconded by Dalian. Motion carries 4-0.

Public Comment: None

Financial Reports and Approval of Bills: Orr presented the financial reports and bills for February 2020 in the amount of \$134,685.51, and the financial reports and bills for March 2020 in the amount of 203,532.32 and addressed related questions and comments. Motion by Myron to approve the bills with support from Dalian. Motion carries 4-0.

Board Action Items

A. Employee Pay During Closure – Board members addressed concerns pertaining to employee pay during the executive ordered closure of the Library. Many points of view were discussed, including:

- If NMU has to lay off a significant number of employees, there would be many economic ramifications for the community and therefore the Library.
- There are very few libraries in the state of Michigan that are laying off employees. Some are discussing reduced employee hours.
- Dalian expressed concern that the Library will see a decline in revenue during the next fiscal year, a concern shared by Ingmire. Staff may be asked to consider providing more online services to help weather this storm. Orr commented that

some of the Library's Fund Balance could be used to provide a financial cushion until the country is able to emerge from this pandemic.

On a motion by Dalian, **the Peter White Public Library Board of Trustees moves to continue pay and benefits for current PWPL staff using the guidelines established at the March 27, 2020 board meeting. This will continue as long as the library is required by Executive Order to be closed. At the time the library can re-open in any capacity, staff will be paid for the number of hours they work. Those unable to return to work will be able to use PTO or seek coverage under the FFCRA policy.** The motion is seconded by Steinhaus and carries 4-0.

- B. **Foster-Swift Hourly Rate Change** – On a recommendation by Steinhaus and with support from Myron, **The Peter White Public Library Board of Trustees moves to adopt the new rate proposed by Foster Swift.** Motion carries 4-0.
- C. **Backup Generator Bid** – Bids for the backup generator work will go out on April 21st and are due on May 7. The Board will hold a special meeting on May 12 at 5:00 pm to award the contract. **No action needed at this time.**

Public Comment – None

Old Business – None

New Business/Board Member Comment

Ingmire suggested postponing the joint TAC/Board meeting currently scheduled for June 3, 2020 because of the difficulty of meeting virtually with a large group. She will reach out to TAC members to get their input before rescheduling.

Standing Reports

Ingmire broached the topic of the Library's re-opening. When the executive order is lifted the Library will re-open in phases, likely beginning with curbside pickup of materials, and moving to a limited re-opening of the building to patrons with restrictions on the number of people in the building, with more phases to follow. The timing of these phases are fluid and will be based on several criteria, including executive orders, availability of supplies, and the ability of staff to return to work. A basic structure of the Library's phased re-opening will be available to the public hopefully next week.

Motion by Steinhaus to adjourn. Seconded by Dalian and carries 4-0. Meeting adjourned at 6:10 pm.

Respectfully Submitted,

Patrick Myron
Secretary