

Board of Trustees of the Peter White Public Library
Regular Board Meeting
Minutes
May 19, 2020

A regular meeting of the Board of Trustees of the Peter White Public Library was held on Tuesday, May 19, 2020, via Zoom Video. The Meeting was called to order by President Anne Donohue at 5:02 pm.

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

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; Brett Hubbard, Administrative Assistant

Election of Officers

On a motion by Mallo, Myron is nominated to continue as Board Secretary. Motion is seconded by Dalian and passes 4-0 with Myron abstaining.

On a motion by Myron, Donohue is nominated to remain as Board President. Motion is seconded by Dalian and passes 4-0 with Donohue abstaining.

The Agenda was approved as presented on a motion by Steinhaus. The motion was seconded by Myron. Motion carries 5-0.

The Minutes of the April 21, 2020 regular board meeting and the May 12, 2020 special board meeting were approved as presented on a motion by Steinhaus and seconded by Myron. Motion carries 4-0, with Dalian unable to vote due to technical issues.

Special Presentation – Department Head Report

Samantha Ashby, Adult Services Department Head, gave a presentation on the services the Reference Staff has been providing to patrons since the Library closed to person-to-person services due to COVID-19.

Staff have been busy providing much of the same service to patrons as during normal times, just on a smaller scale. Notably, staff have assisted patrons with answering questions on:

- Library accounts
- E-Resources (Ancestry, Kanopy, Libby/Overdrive, Mango Languages, RB Digital/Zinio Magazines)
- Tax forms, including sending forms to patrons in the mail
- Tech help
- Wi-Fi availability in Library parking lot.

Additionally, a new virtual program was started called Book a Librarian. Patrons with more time-consuming questions can schedule online appoints with a Reference Librarian. This

program will continue at least during the pandemic-related closure of the Library and probably longer for patrons who are reluctant to come to public spaces after reopening.

Staff has also continued to work on the Local History Room collection, and have begun a digitization project, commencing with digitizing the Graveraet Weekly collection, as well as other projects.

Board members thanked Ashby for providing the information, which will be helpful in explaining to patrons what the Library is able to offer during this time and what Library staff is working on.

Public Comment: None

Financial Reports and Approval of Bills: Orr presented the financial reports and bills for April 2020 in the amount of \$119,157.06 and addressed related questions and comments. Motion by Myron to approve the bills with support from Steinhaus. Motion carries 4-0 with Dalian abstaining as he had technical difficulties and was unable to listen to part of the presentation.

Board Action Items

- A. **Board By-laws Suspension** – On a motion by Steinhaus and with support from Dalian, **the Board of Trustees of the Peter White Public Library moves to temporarily suspend The By-laws of the Peter White Public Library for the sole purpose of adopting the policies and plans presented on this meeting’s agenda. At the end of this meeting, all by-laws will be reinstated.** Motion passes 5-0.
- B. **PWPL Re-Opening Policy** – On a recommendation by Steinhaus and with support from Myron, **the Board of Trustees or the Peter White Public Library moves to adopt the PWPL Re-Opening Policy as presented. This policy will be effective on 5/20/2020.** Motion carries 5-0.
- C. **Re-Opening Plan, Exhibit A** – Ingmire addressed questions and suggestions regarding the Library’s re-opening plan, including:
 - Members can help patrons understand why the Library is on a different timeline than retail stores by utilizing Letters to the Editor and personal social media accounts to share the re-opening plan with the public.
 - The Library’s hours will be limited during the first phases of re-opening so staff can have time to prepare for curbside delivery of materials.
 - If the Governor accelerates re-openings, the Library leadership still has the ability to exercise caution and go through the phases of the Re-Opening Plan.
 - Library staff will wear masks unless they are in a private office or other designated break space. However, patrons cannot be required to undergo screenings because of their constitutional right to library services.

On a motion by Steinhaus, **the Board of Trustees of the Peter White Public Library moves to adopt Exhibit A, Re-Opening Plan, as a component to the Re-Opening policy. This plan will be effective on May 20, 2020.** Motion is seconded by Myron and passes 5-0.

Public Comment – None

Old Business

- a. Pandemic: Budget Impact, Staffing Impact – Orr informed the Board that there are several areas of significant savings, notably the Donor party (saves between six and seven thousand dollars) and the purchase of office supplies (approximately four thousand dollars of savings). Ingmire shared some numbers regarding hours staff are currently working: 58% of staff are working during this time, and 45% of hours staff are being paid for are actually being worked.
- b. 2020 Millage Proposal Update – Ingmire reported that the Library millage renewal is confirmed to be on the August ballot for Chocolay, Sands and Skandia Townships. Marquette Township will have the renewal on their November ballot. West Branch is currently reviewing ballot language.

New Business/Board Member Comment

Board Vacancy – Steinhaus has agreed to remain on the Board for at least a partial term. There is no longer a vacancy at this time.

Standing Reports

Myron commented that after reading the Department Head Reports, he is very impressed with the work being put in by library staff. Steinhaus concurred.

The June 3, 2020 Township Advisory Council meeting is postponed due to COVID-19 concerns. The next Board of Trustees meeting is June 16, 2020.

Motion by Steinhaus to adjourn. Seconded by Dalian and carries 5-0. Meeting adjourned at 7:08 pm.

Respectfully Submitted,

Patrick Myron
Secretary