

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

A regular meeting of the Board of Trustees of the Peter White Public Library was held on Tuesday, July 21, 2020, via Zoom Video. The Meeting was called to order by President Anne Donohue at 5:07 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; Rick Orr, Finance Director; Margaret Boyle, Circulation Department Head; Sarah Rehborg, Youth Services Department Head; Amanda Pierce, Teen Services Coordinator; Carolyn McManis, Programming Director; Brett Hubbard, Administrative Assistant

**The Agenda** was approved as amended on a motion by Dalian (no election of officers is necessary and the Sands Township Contract for Library Services was added under Board Action Items). The motion was seconded by Mallo. Motion carries 5-0.

**The Minutes** of the June 16, 2020 regular board meeting were approved as presented on a motion by Steinhaus and seconded by Myron. Motion carries 5-0.

**Special Presentation – Department Head Report**

Margaret Boyle, Circulation Department Head, gave a presentation on her department and Curbside Service. Boyle informed the Board that Circulation Staff has worked hard to ensure the process runs smoothly and that patrons are very appreciative of being able to get books and other materials. Boyle added that all library departments have worked together to make Curbside Service a success.

**Public Comment:** None

**Financial Reports and Approval of Bills:** Orr presented the financial reports and bills for June 2020 in the amount of \$140,924.61 and addressed related questions and comments. Motion by Dalian to approve the bills with support from Steinhaus. Motion carries 5-0.

**Board Action Items**

- A. **Non-Resident Fee Structure** – Ingmire updated the Board on research into the issue of raising the non-resident card fees. A request to the City Assessor, Miles Anderson, has been made for the most current median home value available. Once that information is available, along with a clearer picture of the Library revenue and expenses projected for FY 20/21, the Board will vote on changes to the non-resident fee structure. **For discussion only; no action needed at this time.**
- B. **West Branch Township – Contract for Library Services** – Ingmire informed the Board that the Contract for Library Services will be on West Branch Township's August meeting

agenda. A West Branch Township book drop is also being considered per request of the Township. Kudos were given to Ingmire and Mallo for speaking at their July Township meeting. Mallo pointed out that the Township had valid concerns about Library services for West Branch residents, and better communication between the Library and the township could lead to stronger relationships between the two. On a recommendation by Dalian and with support from Mallo, **the Board of Trustees of the Peter White Public Library authorizes Library Director Andrea Ingmire and Library Board President Anne Donohue to authorize this contract with West Branch Township Board.** Motion carries 5-0.

- C. **Sands Township – Contract for Library Services** – On a motion by Myron, **the Peter White Public Library Board of Trustees approves the updated Library Services Contract between the Peter White Public Library and Sands Township.** The motion was supported by Mallo and passes 5-0.

**Public Comment – None**

#### **Old Business**

a. **2020 Millage Proposals**

Ingmire informed the Board that the Library millage proposal will be on the ballot in August for Sands and Skandia Townships, and on the November ballot in Marquette, Chocolay and West Branch Townships.

#### **New Business/Board Member Comment**

a. **Township Subcommittee**

The Board discussed forming a subcommittee to help improve communication between the Library and the Townships, with the following being possible agenda items:

- How can the Township Advisory Council become a more effective liaison between the townships and the Library?
- Can the townships be highlighted at the Library?
- How can communication be increased between the Library and the Townships, and vice versa?

It was proposed that the subcommittee would be comprised of one board member, one administrator, one TAC member, and possibly one JTAB member. Mallo agreed to spearhead this subcommittee and will discuss further with Ingmire.

#### **Standing Reports**

Staff addressed questions and comments related to Standing Reports, including:

- MacDonald was asked to give more information on the changes to Superiorland Library Cooperative's technical support for libraries. MacDonald reported that the SLC won't provide service support to the Library any longer, and will instead consult with a local company to address technical issues.
- Steinhaus commented on the excellent letter Steltenpohl wrote to the Small Business Association of Michigan in support of Beth Milner Jewelry receiving their Michigan's Women-Owned Small Business Association Award. Milner was awarded the prize.

Motion by Mallo to adjourn. Seconded by Steinhaus and carried 4-0 with Dalian not voting as he excused himself from the meeting early. Meeting adjourned at 7:03 pm.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Patrick Myron". The signature is fluid and cursive, with a long horizontal stroke at the end.

Patrick Myron  
Secretary