

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

A regular meeting of the Board of Trustees of the Peter White Public Library was held on Tuesday, August 18, 2020, via Zoom Video. The Meeting was called to order by President Anne Donohue at 5:04 pm.

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

Members Excused: Carol Steinhaus

Library Staff Present: Andrea Ingmire, Library Director; Bruce MacDonald, Assistant Director/IT Head; Rick Orr, Finance Director; Sarah Rehborg, Youth Services Department Head; Heather Steltenpohl, Development Director; Brett Hubbard, Administrative Assistant

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

The Minutes of the July 21, 2020 regular board meeting were approved as presented on a motion by Myron and seconded by Dalian. Motion carries 4-0.

Special Presentation – Department Head Report

Sarah Rehborg, Youth Services Department Head, gave a presentation on the department's work since the COVID-19-related shutdown began in March, including:

- Switched programming to virtual – online story times, chapter book read-alouds, recorded do-it-yourself sessions, live in-person virtual groups (Harry Potter, TAB and JTAB)
- Changed Summer Reading to a virtual format, including kick-off performer Cameron Zvara. Over 600 kids registered for Summer Reading and 3,476 program take-home kits have been given out.
- The Family Pack curbside pickup program has been very popular, with over 200 packs given out so far.

Public Comment: None

Financial Reports and Approval of Bills: Orr presented the financial reports and bills for July 2020 in the amount of \$145,791.77 and addressed related questions and comments. Motion by Dalian to approve the bills with support from Myron. Motion carries 4-0.

Board Action Items

- A. **Non-Resident Fee Structure** – Members discussed the proposed increase of fees for non-resident cards as of January 1, 2021, with main points being:

- Ingmire suggested keeping the fee in line with the increase in median home value in Marquette.
- Fees could be revisited more often and increased in smaller increments. Donohue suggested revisiting the fees every time there is a ballot initiative.
- Dalian expressed concern that non-residents would be paying less for library services than Marquette residents.
- There was general agreement on raising all non-resident fees by \$5.

No action needed at this time; for discussion only.

- B. **Budget FY 20/21** – On a motion by Dalian with support from Mallo, **the Peter White Public Library Board of Trustees moves to approve the Library’s General Operating Budget for Fiscal Year 2020-2021 as presented.** Motion passes 4-0.

Public Comment – None

Old Business

a. Bond Update

Orr informed the Board that the installation of the new generator is close to complete. The remaining \$33,000 of the bond funds, which need to be spent before October 1, 2020, will go towards payment of the generator. If necessary it should be possible to get an extension, which would allow payment after September 30.

b. 2020 Millage Proposals

Ingmire reported surprise at the high approval ratings in Sands and Skandia Townships, with 80% and 70% approval respectively. Chocolay, Marquette and West Branch Townships will have the Library millage renewal on their November ballots.

New Business/Board Member Comment

a. Strategic Planning

Donohue spoke to the Board about brainstorming on innovative measures for services the Library could provide during this time of the pandemic crisis, particularly for families who are struggling financially. At this time, a strategic planning meeting is not scheduled, but Board members should make suggestions as they see fit.

b. Staff Member Representative at Board Meetings

Mallo reiterated the suggestion that one staff member attend board meetings as a non-voting member. Ingmire reported that this suggestion was not recommended by the Union, due to logistics of employee hours and payment. Additionally, department heads may cover that role already as several typically attend Board meetings.

Standing Reports

Staff addressed questions and comments related to Standing Reports. Ingmire reported that Library reopening to the public will probably occur near the end of September instead of mid-September. The Next TAC meeting is planned for September 2; however, TAC members prefer to not meet via Zoom so this meeting may not take place.

Motion by Myron to adjourn. Seconded by Mallo and carries 4-0. Meeting adjourned at 7:17 pm.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Patrick Myron". The signature is fluid and cursive, with a prominent initial "P" and a long, sweeping underline.

Patrick Myron
Secretary