

**Board of Trustees of the Peter White Public Library
Regular Board Meeting
Minutes
November 17, 2020**

A regular meeting of the Board of Trustees of the Peter White Public Library was held on Tuesday, November 17, 2020, via Zoom Video. The Meeting was called to order by President Anne Donohue at 5:02 pm.

Members Present: Anne Donohue, Carol Steinhaus, Patrick Myron

Members Excused: John Mallo, Andrew Dalian

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

The Agenda was approved as presented on a motion by Steinhaus. The motion was seconded by Myron and carries 3-0.

The Approval of the October 20 Board Meeting Minutes is tabled until December's Board meeting. Donohue reported that the minutes are accurate.

Special Presentation

Brownfield Development Authority – Sheri Davie, Director; David Allen, Chair of the Board; and Mac McClelland, Consultant, gave a presentation on how Brownfield works and how it affects the tax revenue of the Library, and addressed related questions.

Public Comment – None

Financial Reports and Approval of Bills: Orr presented the financial reports and bills for October 2020 in the amount of \$353,786.47 and addressed related questions and comments. Motion by Myron to approve the bills with support from Steinhaus. Motion carries 3-0.

Board Action Items

A. Personnel Committee Recommendation – Library Page Wages

On a motion by Steinhaus, **the Library Board of Trustees of the Peter White Public Library moves to set library page wages at minimum wage + \$0.20. This rate will be implemented on the start of the library's fiscal year (October 1) for the minimum wage rate effective in Michigan as of January 1 of the following year. This will be in place until the adoption of a new AFSCME contract in 2022. Current library pages will receive a wage of \$10.07 retroactive to October 1, 2020.** The motion is seconded by Myron and passes 3-0.

- B. Remote Work Policy (Exhibit B – 2020 Pandemic ReOpening Policy) – First Reading of this policy. To be adopted at the Regular December meeting.**

Public Comment – None

Old Business

- a. **Director Evaluation and Goals** The Board briefly discussed Ingmire's evaluation and goals for the upcoming year and thanked her for her hard work and leadership during the pandemic.

New Business/Board Member Comment

- a. **Trustee Manual**
The updated Library Board Trustee training manual is available online, and was emailed to the PWPL's Board of Trustee members.
- b. **Trustee Training**
Ingmire informed the Board of upcoming Library of Michigan training sessions for Trustees. Donohue suggested reviewing chapters of the updated training manual at Board meetings.

Standing Reports

Steltenpohl clarified that the first line of her report should read \$27,855 instead of \$27,85500. Rehborg and Ashby commented that Family pack requests and Library in a Bag requests have increased this week.

Good and Welfare of the Order

John Povy will start on 11/30/20 as the new Facilities Manager.

Motion by Steinhaus to adjourn. Seconded by Myron and carries 3-0. Meeting adjourned at 6:39 pm.

Respectfully Submitted,



Patrick Myron
Secretary