

**Board of Trustees of the Peter White Public Library**  
**Regular Board Meeting**  
**Minutes**  
**March 16, 2021**

A regular meeting of the Board of Trustees of the Peter White Public Library was held on Tuesday, March 16, 2021, via Zoom Video. The Meeting was called to order by President Anne Donohue at 5:02 pm.

**Members Present:** Anne Donohue, President; Patrick Myron, Secretary; Steve Schmunk; Carol Steinhaus; Andrew Dalian. Steinhaus was excused from the meeting at 6:00 pm.

**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; Brett Hubbard, Administrative Assistant

**TAC Representatives Present:** Peggy Jensen, West Branch Township; Tom Bronken, Marquette Township

**The Agenda** was approved as presented on a motion by Dalian and seconded by Steinhaus. The motion is approved 5-0.

**The Minutes** of the February 16, 2021 Board Meeting were approved as presented on a motion by Steinhaus and seconded by Dalian. The motion is approved 5-0.

**Special Presentation – Bruce MacDonald**

MacDonald presented updates on the Library's Information Technology systems, including:

- Staff and public computers
- Biblioteka self-checkout machines
- Improved Library WIFI
- Integrated technology in meeting rooms
- New security system.
- Library Software
- Phone system
- Anti-virus programs

**Public Comment** – No comment was given at this time.

**TAC Report**

Peggy Jensen, West Branch Township – Jensen attended the most recent Township meeting and presented the Circulation Statistics for the Township, information that was greatly appreciated. The new Book Drop at the West Branch Township Hall is also appreciated by Township Board members.

**Financial Reports and Approval of Bills:** A motion was brought by Dalian and seconded by Schmunk to approve the bills for February 2021 in the amount of \$140,538.18. Orr addressed questions and comments related to the bills and financial reports. Motion is approved 4-0.

**Board Action Items**

- A. **LIB – 3 Meeting Room Policy** – On a motion by Dalian and seconded by Myron, the Board of Trustees of the Peter White Public Library moves to approve the Meeting Rooms Policy as presented. This policy becomes effective March 16, 2021. The motion is approved 4-0.
- B. **MGT – 5 Computer and Internet Access and Use Policy** – First reading; no action taken this month.
- C. **MGT – 5.1 Internet for Patron Provided Equipment Policy** – First reading; no action taken this month.
- D. **MGT – 1 Confidentiality of Library Records** – First reading; no action taken this month.
- E. **MGT – 2 Records Retention Policy** – First reading; no action taken this month.
- F. **MGT – 3 Security Camera Policy (revision)** – First reading; no action taken this month.

**Public Comment** – No comment was given at this time.

**Old Business** – None

**New Business/Board Member Comment**

- a. **Trustee Manual – 2021 Edition, Chapter 2 Review**  
Comments and questions on Chapter 2 (Bylaws and Board Organization) of the Trustee Manual were addressed. It was noted that PWPL Bylaws have not been updated since 2014. Donohue will make revisions recommended by PWPL's attorney and submit them to Ingmire.

**Standing Reports**

There was discussion on how much correspondence the Board would like to have included in their Meeting Materials.

Discussion:

- Much of correspondence is emails, not formal letters.
- Some letters have personal content inappropriate for a public document.

The Board agreed they trust Ingmire's judgment in determining which correspondence is important for the Board to see.

No other questions or comments on Standing Reports were raised.

Motion by Dalian to adjourn. Seconded by Myron and is approved 4-0. Meeting adjourned at 6:57 pm.

Respectfully Submitted,



Patrick Myron  
Secretary