

Board of Trustees of the Peter White Public Library
Regular Board Meeting
Minutes - DRAFT
June 15, 2021

A regular meeting of the Board of Trustees of the Peter White Public Library was held on Tuesday, June 15, 2021, via Zoom Video. The meeting was called to order by President Anne Donohue at 5:04 pm.

Members Present: Anne Donohue, President; Patrick Myron, Secretary; Steve Schmunk, Member; Carol Steinhaus, Member (arrived at 5:06 pm)

Members Excused: Andrew Dalian, Interim Member

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

TAC Representatives Present: Jan Raskin, Chocolay Township; Tom Bronken, Marquette Township; Peggy Jensen, Skandia Township

The Agenda was approved as presented on a motion by Schmunk and seconded by Steinhaus. The motion is approved 4-0.

The Minutes of the May 18, 2021 Board Meeting were approved as presented on a motion by Myron and seconded by Schmunk. The motion is approved 4-0.

Special Presentation – Amy Salminen, Circulation Department Head

The Circulation Department has been busy checking in and out materials and registering patrons for library cards. Quarantining of materials is over so items are being checked in quickly. There is now an online form for library card pre-registration – patrons submit the form online and then bring their required documents to the Library to complete the process. Besides these core tasks, many people may not be aware that Circulation also:

- Faxes documents for patrons, for \$1 per page
- Takes credit card payments for library services
- Accepts materials donations for the Friends of the PWPL
- Processes holds
- Performs curbside deliveries
- Amy also handles odd system issues, gathers statistics, and serves on Superiorland Library Cooperative committees.

Public Comment – No comment was given at this time.

TAC Report – Jan Raskin, Chocolay Township

Raskin did not have a report from the Township at this time but did share that six one-acre lots across from Nagelkirk's on M-28 are being developed for commercial use.

Financial Reports and Approval of Bills: Orr shared what a great pleasure it has been to work for the Library for the last eight years, and that the Board has been wonderful to work with. Board members thanked Orr for his outstanding work in getting the Library in a stable financial position. This Board Meeting is Orr's last before retirement.

Orr addressed questions and comments related to the bills and financial reports. A motion was brought by Myron and seconded by Schmunk to approve the bills for May 2021 in the amount of \$141,231.55. The motion is approved 4-0.

Board Action Items

- A. Approve Policies Presented at May Meeting –** On a motion by Myron and seconded by Steinhaus, **the Board of the Peter White Public Library moves to approve the following policies as amended. These policies will become effective on June 15, 2021.**

- **MGT 6 – Credit Card Policy**
- **MGT 7 – Fund Balance Policy**

The motion is approved 4-0.

- B. Policy Revision for June Meeting**

- **GOV 9 – Re-Opening Plan**

On a motion by Myron with support from Schmunk, **the Board of Trustees of the Peter White Public Library moves to approve the GOV – 9 Re-Opening Plan – Exhibit A as presented. This policy will become effective on June 15, 2021.** The motion is approved 3-0, with Steinhaus unable to vote due to technical difficulties.

- C. Policy Revision for August Meeting**

- **GOV 4 – Operating Hours –**

After discussion of several options for operating hours, with many points of view considered, Board members showed preference for Option 2 (Monday – Thursday 9:30 am – 8:30 pm, Friday 9:30 am – 5:30 pm, Saturday 9:30 am – 4:00 pm). **No action necessary at this time; first reading of this policy.**

Public Comment – Lori Nelson pointed out that when she comes to the Library in the morning there are always people waiting before 10:00 am for the doors to open.

Old Business – Resuming In-Person Board Meetings

Donohue revisited the topic of in-person Board meetings. She stated that while Board meetings are not required to be in-person as we are still in a State of Emergency in Michigan, it is her preference to meet in-person beginning with the August Board meeting. The Board members all agreed they are comfortable meeting in-person.

New Business/Board Member Comment

- A. Board Member Vacancy – Lori Nelson is interested. She is checking her schedule.
B. Trustee Manual – 2021 Edition, Chapter 5 Review – Funding
The Board briefly reviewed funding sources for libraries.

Standing Reports

Staff addressed questions and comments on Standing Reports. Donohue reiterated the Board's thanks to Orr and wished him all the best in retirement. He will be missed.

The meeting adjourned at 6:22 pm.

Respectfully Submitted,

Patrick Myron
Secretary