

**Board of Trustees of the Peter White Public Library  
Regular Board Meeting  
Minutes  
May 18, 2021**

A regular meeting of the Board of Trustees of the Peter White Public Library was held on Tuesday, May 18, 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, Member; Andrew Dalian, Interim Member

**Members Absent:** Carol Steinhaus, Member

**Library Staff Present:** Andrea Ingmire, Library 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:** Karrie Heikes, Sands Township; Tom Bronken, Marquette Township

**Election of Officers**

On a motion by Dalian and seconded by Schmunk, **the Board of Trustees of the Peter White Public Library moves to elect the existing board structure, with Anne Donohue as President and Patrick Myron as Secretary.** The motion passes 4-0.

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

**The Minutes** of the April 20, 2021 Board Meeting were approved as presented on a motion by Schmunk and seconded by Dalian. The motion is approved 4-0.

**Special Presentation** – Ellen Moore's presentation on the Cataloging and Acquisitions Department will be rescheduled.

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

**TAC Report**

Karrie Heikes, Sands Township – Heikes reported that the main concern at the most recent Township Meeting was the reopening of the Recreation Center in Sands Township. No questions or comments regarding the PWPL were raised.

**Financial Reports and Approval of Bills:** Orr addressed questions and comments related to the bills and financial reports. A motion was brought by Dalian and seconded by Schmunk to approve the bills for April 2021 in the amount of \$183,903.54. The motion is approved 4-0.

### **Board Action Items**

**A. Approve Policies Presented at April Meeting** – On a motion by Myron and seconded by Schmunk, the Board of Trustees of the Peter White Public Library moves to approve the following policies as presented. These policies will become effective on May 19, 2021.

- CIRC – 1 Library Card Policy
- CIRC – 2 Library of Things Policy
- CIRC – 3 Collection Use Policy
- CIRC – 4 Interlibrary Loan Policy
- LIB – 4 Small Group Study Room
- MGT – 2 Records Retention Policy

The motion is approved 4-0.

**B. MGT 6 – Credit Card Policy** – Dalian suggested including a provision for restitution in the event of credit card misuse. Ingmire will consult with Gary Simpson, Chief Financial Officer at the City of Marquette, and report back at the next Board meeting. This is the first reading of this policy; no action required at this time.

**C. MGT 7 – Fund Balance Policy** – Orr and Ingmire addressed questions and comments related to the Fund Balance Policy. Orr will consider revising the policy to include a more detailed definition of what the fund balance can be spent on. This is the first reading of this policy; no action required at this time.

**D. Summer Board Meetings** – On a motion by Dalian and supported by Schmunk, the Board of Trustees of the Peter White Public Library moves to suspend the July 2021 and December 2021 Board Meetings, and to reschedule the August meeting to August 10, 2021. The motion is approved 3-0. (Myron left the meeting at 5:45 pm.)

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

**Old Business** – None

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

- a. **Board Member Vacancy** – Donohue thanked Dalian for agreeing to stay on as a Board member until the vacancy is filled. Anyone interested in this position is encouraged to apply on the City of Marquette website.
- b. **Trustee Manual – 2021 Edition, Chapter 4 Review**  
Donohue commented that the Library's current strategic plan goes through 2022 and encouraged the Board to begin thinking about the new strategic plan.

### **Standing Reports**

Staff addressed questions and comments on Standing Reports.

The meeting adjourned at 6:32 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