

Board of Trustees of the Peter White Public Library
Regular Board Meeting
Minutes - DRAFT
August 10, 2021

Members Present: Anne Donohue, President; Patrick Myron, Secretary; Lori Nelson, Member
Steve Schmunk, Member; Carol Steinhaus, Member

Library Staff Present: Andrea Ingmire, Library Director, Heather Steltenpohl, Development
Director; Bruce MacDonald, Assistant Director/IT Head; Jamie Goodwin, Finance Director; Amy
Salminen, Circulation Department Head; Samantha Ashby, Adult Services Department Head;
Sarah Rehborg, Youth Services Department Head;

TAC Representatives Present: Natasha Lantz, West Branch Township

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

The Minutes of the June 15, 2021 Board Meeting were approved as presented on a motion by
Steinhaus and seconded by Myron. The motion is approved 5-0.

Special Presentation – Samantha Ashby, Adult Services Department Head. Ashby reviewed
collection development changes including the transition to digital materials as print materials
are discontinued to address patron needs. Ashby also gave an update on the *Mining Journal*
digitization project.

Public Comment – No comment was given at this time.

TAC Report – Natasha Lantz, West Branch Township. Lantz did not have a report from the
Township at this time but did note that she and the other West Branch Township TAC
representative attend all Township Board meetings.

Financial Reports and Approval of Bills: Donohue welcomed Goodwin to the PWPL staff.
Goodwin introduced herself and reviewed her background prior to PWPL. Goodwin addressed
questions and comments related to the bills and financial reports. A motion was brought by
Myron and seconded by Steinhaus to approve the bills for June 2021 in the amount of
\$141,231.55. The motion is approved 4-0.

Board Action Items

- A. Budget FY 2021/2022** – Ingmire reviewed the proposed 2021/2022 PWPL Operating
Budget and answered questions regarding adjustment.
On a motion by Steinhaus and support from Nelson, **the Board of the Peter White
Public Library moves to approve the 2021/2022 Fiscal Year Operating Budget as
presented.**

The motion is approved 5-0.

- B. Policy Revisions**

- **GOV 8 – Pandemic Policy** – Ingmire reviewed the proposed changes to the Policy including mitigation, levels of operation, enforcement of policy and applicability.
- **GOV 9 – Pandemic Operation Plan – Exhibit A** - Ingmire reviewed changes to the Plan including creating levels of operation according to the CDC levels map. The Plan addresses function, hours of operation and requirements under all levels of a pandemic.
- **GOV 10 – Remote Work Policy – Exhibit B** – Ingmire reviewed the wording revisions made in the Policy and noted that individual hourly work from home requirements were removed.

On a motion by Steinhaus with support from Myron, **the Board of Trustees of the Peter White Public Library moves to approve the GOV 8 – Pandemic Policy, GOV 9 – Pandemic Operation Plan – Exhibit A, and GOV 10 – Remote Work Policy – Exhibit B as presented.** The motion is approved 5-0.

C. Policy Revision for August Meeting

- **GOV 4 – Operating Hours – Second Reading** – Ingmire noted that Policy changes include expanding to full operating hours as of September 7, 2021.

On a motion by Steinhaus with support from Schmunk, **the Board of Trustees of the Peter White Public Library moves to approve the GOV 4 – Operating Hours as presented.** The motion is approved 5-0.

D. Staff Development Day – Ingmire noted that the previously approved date for the annual closure for Staff Development Day fell on a Marquette Area Public Schools half day so it is advantageous to move the date to October 22, 2021.

On a motion by Myron with support from Nelson, **the Board of Trustees of the Peter White Public Library moves to approve the closure of PWPL for Staff Development Day on October 22, 2021.** The motion is approved 5-0.

E. Authorized Signers Listing Update – Ingmire reviewed the authorized signers list and noted the only change is adding Goodwin as Finance Director as an authorized signer and removing the previous employee.

On a motion by Schmunk with support from Steinhaus, **the Board of Trustees of the Peter White Public Library authorizes list of signers for the specified functions necessary to manage the Peter White Public Library as presented.** The motion is approved 5-0.

F. Superiorland Library Cooperative – Board Appointment – Donohue noted she is looking forward to serving on the SLC Board. Ingmire reported that the SLC Board has hired a new director of SLC. Dillon Geshel has been hired for the position and will begin in September. The library community is pleased with this news.

On a motion by Myron with support from Steinhaus, **the Board of Trustees of the Peter White Public Library moves to appoint Anne Donohue to the Superiorland Library Cooperative Board of Trustees. This appointment will be for a term of one year and can be renewed.** The motion is approved 4-0 with Donohue abstaining.

Public Comment - None.

Old Business – None.

New Business/Board Member Comment

A. Trustee Manual – 2021 Edition, Chapter 6 Review – Budget – There was no further discussion.

Standing Reports

Staff answered questions and comments related to Standing Reports. Successful fundraising efforts were noted.

Ingmire asked Board members to sign and return their annual Conflict of Interest Statements to her by the September meeting.

The meeting adjourned at 7:00 p.m.

Respectfully Submitted,

Patrick Myron
Secretary