

Board of Trustees of the Peter White Public Library
Regular Board Meeting
Minutes
September 28, 2021

A regular meeting of the Board of Trustees of the Peter White Public Library was held on Tuesday, September 28, 2021 in the George Shiras III Room. The meeting was called to order by President Anne Donohue at 5:01pm.

Members Present: Anne Donohue, President; Patrick Myron, Secretary; Steve Schmunk, Member; Carol Sheinhaus, Member; Lori Nelson, Member (arrived at 5:27pm)

Library Staff Present: Andrea Ingmire, Library Director; Bruce MacDonald, Assistant Director/IT Head; Heather Steltenpohl, Development Director; Jamie Goodwin, Finance Director; Amy Salminen, Circulation Department Head; Sarah Rehborg, Youth Services Department Head; Stacy Van Vlerah, Administrative Assistant.

TAC Representatives Present: Judy White, Chocolay Township; Paul Marin, Marquette Township

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

The Minutes of the August 10, 2021 Board Meeting were approved as presented on a motion by Steinhaus and seconded by Schmunk. The motion is approved 4-0.

Special Presentation: Sarah Rehborg, Youth Services Librarian, presented on Youth Department activities during 2020-2021 and the COVID pandemic - including Facebook Live storytimes, YouTube videos, and take-and-make crafts and sensory bags. Zoom programming during this time included virtual book clubs, Teen Advisory Board meetings, virtual school visits, and outdoor programming in the park.

- Participants in programs during the school year: 1,377
- Take-and-make kits handed out during the school year: 1,934
- Participants in Summer Reading storytimes and programs: 3,414
- Summer take-and-make kits handed out: 811
- Summer Reading participants 479 kids, 41 teens, 1,658 books given away

New programs include Winter Reading program *Flamingos in the Snow* with 202 reading logs turned in, and the two new literacy initiatives *1000 Books Before Kindergarten* (64 kids registered) and *TALK: Text and Learn for Kindergarten* (35 kids registered.) Family School Packs were also introduced with: 712 packs and approximately 23,010 items circulated. Rehborg emphasized the importance of flexibility moving forward to accommodate pandemic times.

Public Comment: Paul Marin from Marquette Township Advisory Council commented on Ingmire's presentation at the recent Marquette Township Board Meeting and commended her on a job well done.

TAC Report: Judy White, Chocolay Township

White did not have a report from the Township at this time. She did share that many Chocolay Township residents were unaware that the library was open to the public. A discussion ensued on how best to reach people who think that the library remains closed. White believes that it is predominately the Senior population who does not use technology to access Library's Facebook or website. Myron suggested a postcard or a flyer in the Community Center, Township Hall, and City Hall. Board assented.

Two TAC members have resigned. Andrea will represent the library at the November Chocolay Township Board meeting

Financial Reports and Approval of Bills: Goodwin addressed questions and comments related to the bills and financial reports. A motion was brought by Donahue and seconded by Myron to approve the bills for August 2021 in the amount of \$147,255.85. The motion is approved 5-0.

Board Action Items:

A. Budget FY20/21 – Year End transfers: On a motion by Myron and seconded by Nelson, **the Board of the Peter White Public Library moves to approve the FY2020/2021 Budget transfers as presented.** The motion is approved 5-0. The Board commends the balance of the budget work done by Ingmire and Goodwin.

B. Non-Union Wage Increases: On a motion by Nelson and seconded by Schmunk, **the Board of the Peter White Public Library moves to offer the following wage increases as presented effective October 1, 2021:**

- Library administrative staff will receive a 2% wage increase
- Library page wages will be increased to \$10.30.

The motion is approved 4-0, with Steinhaus unable to vote due to absence from the room.

C. GOV – 11 Pandemic Emergency Leave: On a motion by Steinhaus and seconded by Myron, **the Board of the Peter White Public Library moves to approve GOV-11 Pandemic Emergency Leave as amended.** The motion is approved 5-0.

D. CIRC – 1 Library Card Policy (First Reading): After a discussion on how to grant access to library materials and study rooms to NMU students who do not live in Marquette, the Board expressed a favorable opinion of the proposed policy revision. **No action necessary at this time; first reading of this policy.**

Public Comment: No comment was given at this time.

Old Business: No comment was given at this time.

New Business/Board Member Comment: Donohue says she and Ingmire met last week and asserts that the Board is very happy with Ingmire being steadfast leader during these tumultuous times.

Standing Reports: Ingmire asserts that visiting Township Board meetings is a great use of her time. Anne thanks her and notes that the library's relationship with local Township Boards have improved over the years.

Ingmire asks the Board what statistical data they are interested in reviewing and if some information could be narrowed down. Schmunk suggests that the packets reflect monthly trends (up/down) over time with the use of graphs. The Board assented. Ingmire and Salminen agree to track monthly trends moving forward.

Steinhaus made motion to adjourn, seconded by Nelson. The meeting adjourned at 6:40pm.

Respectfully submitted,

Patrick Myron
Secretary