

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

A regular meeting of the Board of Trustees of the Peter White Public Library was held on Tuesday, February 16, 2021, via Zoom Video. The Meeting was called to order by President Anne Donohue at 5:03 pm.

Members Present: Anne Donohue, Patrick Myron, New Board Member Steve Schmunk. Andrew Dalian arrived at 5:13 pm. Carol Steinhaus arrived at 5:32 pm.

Library Staff Present: Andrea Ingmire, Library Director; Bruce MacDonald, Assistant Director/IT Head; Rick Orr, Finance Director; Samantha Ashby, Adult Services Department Head; Jenifer Kilpela, Communications Coordinator; Amanda Pierce, Teen Services Coordinator; Brett Hubbard, Administrative Assistant

TAC Representative – Tom Bronken, Marquette Township

The Agenda was amended to remove Board Action Item F, Security Camera Policy discussion, as the policy is not available yet. The agenda was approved as amended on a motion by Myron with second by Schmunk and carries 3-0.

The Minutes of the January 26, 2021 Board Meeting were approved as presented on a motion by Myron and seconded by Dalian. Motion approved 3-0 with Schmunk abstaining.

Special Presentation – Jenifer Kilpela, Communications Coordinator, gave a demonstration of the Library's new events calendar, LibCal, which will also be the program used by the public for booking meeting rooms. Kilpela, Ingmire and Sarah Rehborg, Youth Services Department Head, have been working on setting up this new platform. Dalian suggested making a short video tutorial to help the public learn how to navigate the program, which Kilpela will work on.

Public Comment – No comment was given at this time.

TAC Report

Tom Bronken, Marquette Township – Bronken will attend as many Township meetings as possible (they hold two per month). At their first meeting of the month he will report to the Township Board on the Library. Bronken reported that the Township would like to be made aware in a more timely fashion of happenings at the Library and would like to be able to view Board Meeting Minutes soon after the meeting instead of after approval, which occurs at the following month's Board Meeting. Bronken stated the Township doesn't understand all the services offered by the Library, and he'd like to improve this understanding.

After discussion, it was determined that a draft of Board Meeting minutes will be made available on the PWPL website after Hubbard submits them to Myron for review.

Financial Reports and Approval of Bills: A motion was brought by Dalian and seconded by Steinhaus to approve the bills for January 2021. Orr addressed questions and comments related to the bills and financial reports. Motion carries 5-0.

Board Action Items

- A. **Library Establishment and Authority Policy (GOV – 1)** – On a motion by Steinhaus with second by Myron, the Board of Trustees of the Peter White Public Library moves to approve the Library Establishment and Authority Policy as presented. This policy becomes effective February 16, 2021. The motion passes 4-0 with Schmunk abstaining.
- B. **Philosophical Principles Policy (GOV – 3)** – On a motion by Dalian and seconded by Steinhaus, the Board of Trustees of the Peter White Public Library moves to approve the Philosophical Principles Policy as presented. This policy becomes effective February 16, 2021. The motion is approved 4-0 with Schmunk abstaining.
- C. **Holiday Observances (GOV – 5)** – On a motion by Steinhaus with support from Myron, the Board of Trustees of the Peter White Public Library moves to approve the Holiday Observances Policy as presented. This policy becomes effective February 16, 2021. After discussion, the motion carries 4-0 with Schmunk abstaining.
- D. **Board Member Conflict of Interest Policy (GOV – 7)** – On a motion by Steinhaus and seconded by Dalian, the Board of Trustees of the Peter White Public Library moves to approve the Board Member Conflict of Interest Policy as presented. This policy becomes effective February 16, 2021. The motion is approved 4-0 with Schmunk abstaining.
- E. **Meeting Room Policy** – First reading; no action taken this month.
- F. **Carroll Paul Trust Fund – Amended Budget** – On a motion by Dalian with second by Myron, the Board of Trustees of the Peter White Public Library moves to approve the Amended Carroll Paul Trust Fund Budget as presented. The motion passes 5-0.
- G. **Operating Budget Amendment** – On a motion by Myron and seconded by Steinhaus, the Board of Trustees of the Peter White Public Library moves to approve the Amended Operating Budget for FY 20/21 as presented. The motion is approved 5-0.

Public Comment – No comment was given at this time.

Old Business – None

New Business/Board Member Comment

- a. **Welcome to Steven Schmunk** – The Board welcomed Schmunk as a new member of the Board of Trustees.
- b. **Trustee Manual - 2021 Edition, Chapter 1 Review** – Donohue asked for questions or comments on the review, of which there were none.

Standing Reports

The Board expressed thanks to the Peter White Public Library staff for their hard work.

A motion was made by Steinhaus to adjourn with support from Myron, and was approved 5-0.
Meeting adjourned at 6:43 pm.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Patrick Myron". The signature is written in a cursive, somewhat stylized font.

Patrick Myron
Secretary