

Board of Trustees of the Peter White Public Library
Regular Board Meeting
Minutes
January 18, 2022

A regular meeting of the Board of Trustees of the Peter White Public Library was held on Tuesday, January 18, 2022 in the Community Room. The meeting was called to order by President Anne Donohue at 5:05pm.

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

Library Staff Present: Andrea Ingmire, Library Director; Bruce MacDonald, Assistant Director/IT Head; Heather Steltenpohl, Development Director; Jamie Goodwin, Finance Director; Samantha Ashby, Adult Services Department Head; Ann Richmond Garrett, Administrative Assistant.

TAC Representatives Present: None

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

The Minutes of the November 16, 2021 Board Meeting were approved on a motion by Steinhaus and seconded by Schmunk. The motion is approved 4-0.

Special Presentation: None

Public Comment: No comment was given at this time.

TAC Report: Andrea Ingmire on behalf of Suzanne Standerford, Sands Township. The new station for recycling and disposal of large items is now located next to the Township office on 553. In January, the recycling expanded hours to times Thursday daytime, to supplement the hours on Wednesday evening and Saturday morning. The Township is looking for anyone who would be interested in being a truck driver or backup truck driver, for the Tuesday & Wednesday collection days; a CDL is required. Job openings in Sands Township include EMS personnel, with training for this position beginning January 22nd, which lasts for 10.5 weeks. There are two new marijuana provisioning stores at the Crossroads: Cannabis Lupus and Glow.

Financial Reports and Approval of Bills: Goodwin addressed questions and comments related to the bills and financial reports. Some costs have increased due to inflation. Northern Disposal saw a 5% increase, from \$150 to \$158. Collections services went up by 30%, from \$8.95 to \$11.65; currently, patrons are responsible for an additional \$10 fee when turned over to collections. The possibility of replacing the \$10 fee with the entire Collections fee was discussed. Goodwin noted she will be watching for any other cost increases so PWPL can stay within budget. All financial records eligible for disposal were recently collected and destroyed. A motion was brought by Steinhaus and seconded by Schmunk to approve the bills for November & December 2021 in the amount of \$369,781.32. The motion is approved 5-0.

Board Action Items:

- a) **Holiday Closings – 2022:** On a motion by Myron and seconded by Nelson, **the Board of the Peter White Public Library moves to approve Holiday Closings, 2022.** The motion is approved 5-0.
- b) **Carroll Paul Trust Budget:** Board discussed at length how the exact percentage taken from the fund is determined, and what it is used for. On a motion by Steinhaus and seconded by Nelson **the Board of the Peter White Public Library moves to approve the Carroll Paul Trust budget.** The motion is approved 5-0.
- c) **Gift Donation:** Ingmire presented several pieces of artwork offered as a gift by a patron. On a motion by Nelson and seconded by Steinhaus **the Board of the Peter White Public Library moves to approve the donation of Lundmark artwork.** The motion is approved 5-0.
- d) **Foster Swift Fees:** The Board discussed at length the increase of rates, and which legal entities the PWPL consults for specific types of legal advice. On a motion by Myron and seconded by Steinhaus, **the Board of the Peter White Public Library moves to approve the fee structure revision as presented by Foster/Swift.** The motion is approved 5-0.
- e) **PRG – 4 Public Bulletin Board Posting Policy (first reading):** No action necessary at this time.
- f) **PRG – 2 Tour Policy (first reading):** No action necessary at this time.

Public Comment: No comment was given at this time.

Old Business: PWPL has a strategic plan committee made up of the following members: Anne Donohue, Natasha Lantz, Paul Marin, Samantha Ashby, Steve Schmunk, and Andrea Ingmire. They will be meeting on January 27, 4-5pm. The committee will be tasked with making a few basic decisions on how we will proceed with strategic planning for this next period.

New Business/Board Member Comment:

- a) **Trustee Manual – 2021 Edition, Chapter 10 Review**
https://www.michigan.gov/documents/libraryofmichigan/LM_TrusteeManual_2020_7_03765_7.pdf. Steinhaus commented on the high quality of communication the Board of Trustees always receives from the PWPL Director.

Standing Reports: Thanks to John Povey's organization and communication, snow removal has been going very well. Nelson inquired about how larger snow removal costs are determined; the outside snow removal service charges per removal.

Steinhaus made motion to adjourn, seconded by Nelson. The meeting adjourned at 5:55pm.

Respectfully submitted,

Patrick Myron
Secretary