

**Board of Trustees of the Peter White Public Library**  
**Regular Board Meeting**  
**Minutes**  
**February 15, 2022**

A regular meeting of the Board of Trustees of the Peter White Public Library was held on Tuesday, February 15, 2022 in the Community Room. The meeting was called to order by President Anne Donohue at 5:02PM.

**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; Samantha Ashby, Adult Services Department Head; Ann Richmond Garrett, Administrative Assistant. Sarah Rehborg, Youth Services Department Head.  
Excused: Jamie Goodwin, Finance Director.

**TAC Representatives Present:** Peggy Jensen, West Branch Township. Tom Bronken, Marquette Township.

**Others Present:** Susan Odgers.

**The Agenda** was approved on a motion by Steinhaus and seconded by Nelson. The motion is approved 5-0.

**The Minutes** of the January 18, 2022 Board Meeting were approved on a motion by Steinhaus and seconded by Schmunk. The motion is approved 5-0.

**Special Presentation:** Ellen Moore, Cataloging and Acquisitions Department Head, gave a presentation on her department functions, and introduced us to the staff. Moore explained the labeling system for new items, the book jacket & labeling station, and where books are stored before being added to the collection; it is estimated that 500-800 items are added per month. Schmunk asked for clarification on how room is made for new items. Ashby stated that the collection is actively being weeded to make room for new materials. On average, 100 books per month are withdrawn from the collection following the PWPL Collection Development Policy.

**Public Comment:** Susan Odgers, President of the Traverse City District Library Board, and President of Michigan Writers, attended via Zoom from Traverse City, Michigan. She has both visited the PWPL, and participated virtually in many of our programs during the pandemic. Odgers thanked the PWPL for the quality and number of programs provided. She will be interviewing a UP author Ellen Airgood for the National Writers Series in Grand Traverse, and encouraged all to attend the virtual event. In her role with Michigan Writers, Odgers has seen a significant increase in writers from the Upper Peninsula. She has been researching how many libraries have undergone changes during the pandemic. Odgers thanked Ingmire and MacDonald for the ADA accommodation as outlined by the Attorney General of Michigan.

**TAC Report: Peggy Jensen, West Branch Township.**

Jensen reported that West Branch has acquired a new fire truck, and the board is discussing the possibility of a new fire hall. To promote recycling, the township board is discussing changes to the transfer station. They are investigating the option of applying for state funding. A new nature trail is going to be put in at KI Sawyer. Local EMS services are available, but not a guarantee due to lack of funding. Covid money received by West Branch for recreational purposes, will likely be used for a new basketball court at the Township playground.

**Financial Reports and Approval of Bills:** Ingmire addressed questions and comments related to the bills and financial reports on behalf of Goodwin. Goodwin and Ingmire met with Eric Froberg, our account manager at Mark Aho Financial Group. The accounts have been rebalanced and information on investments was shared with the Library. In light of changes to Unique Management fee structures, Ingmire provided a recap of the collections procedure when dealing with lost or damaged material. A motion was brought by Schmunk and seconded by Steinhaus to approve the bills for January 2022 in the amount of \$152,180.85. The motion is approved 5-0.

**Board Action Items:**

**a) Library Policies for Approval**

- **PRG – 2 Tour Policy & PRG – 4 Public Bulletin Board Posting Policy :** On a motion by Steinhaus and seconded by Myron, **the Board of the Peter White Public Library moves to approve, PRG – 2 Tour Policy & PRG – 4 Public Bulletin Board Posting Policy.** The motion is approved 5-0.

**b) PRG – 3 Art Exhibit and Display Policy (revision, first reading):** No action necessary at this time.

**c) Unique Management fee structure updates**

- **CIRC – 1 Library Card Policy (revision, first reading):** No action necessary at this time.
- **CIRC – 3 Collection Use Policy (revision, first reading):** No action necessary at this time.

**d) CIRC – 5 Educator Outreach Card Policy (new policy, first reading):** No action necessary at this time.

**e) Artwork donation (approval):** On a motion by Steinhaus and seconded by Nelson, **the Board of the Peter White Public Library moves to approve the Artwork donation of the canvas print of “The Red Maple” by AY Jackson.**

The motion is approved 5-0.

**f) LIB - 6 Memory Lab Policy (new policy, first reading):** No action necessary at this time.

**Public Comment:** Peggy Jensen, TAC member mentioned finding a rare book available for checkout in our collection, and asked how rare books or books with value are protected. Ashby outlined the existing PWPL procedure for maintaining rare and aged material.

**Old Business:** The Strategic Planning Committee met on February 8, 2022 to discuss the information received from strategic planning consultants. They will meet again on February 22, 2022 to evaluate the proposals and develop a recommendation to the Library Board of Trustees. This will be presented at the March 15, 2022 Regular Meeting of the Board of Trustees.

**New Business/Board Member Comment:**

a) **Trustee Manual – 2021 Edition, Chapter 11 Review**

[https://www.michigan.gov/documents/libraryofmichigan/LM\\_TrusteeManual\\_2020\\_703765\\_7.pdf](https://www.michigan.gov/documents/libraryofmichigan/LM_TrusteeManual_2020_703765_7.pdf)

- As their Treasurer, Steltenpohl presented on the activities of the Friends of the Library, including which funds they are responsible for, how volunteers are managed, and their upcoming meeting on March 3<sup>rd</sup>, 2022.

**Standing Reports:** A letter from Frank Farwell, written in regard to what kind of paper the PWPL uses for the newsletter, was presented. Farwell has offered to temporarily cover partial costs of printing on a non-toxic/non-glossy paper. Ingmire stated that, at this moment, supply-chain issues prevent us from getting recycled paper, but the newsletter is acid-free.

Myron made motion to adjourn, seconded by Nelson. The meeting adjourned at 6:24PM.

Respectfully submitted,



Patrick Myron  
Secretary

**Upcoming meetings:                    March 15, 2022**

**Upcoming TAC meeting:            March 2, 2022**

