

**Board of Trustees of the Peter White Public Library
Regular Board Meeting
Minutes
December 19, 2018**

A regular meeting of the Board of Trustees of the Peter White Public Library was held on Tuesday, December 18, 2018 in the Shiras Room of the Library. The Meeting was called to order by President Anne Donohue at 5:02 PM.

Members Present: Anne Donohue, Patrick Myron, Andrew Dalian, Carol Steinhaus, John Mallo

TAC Member Present: None

Library Staff Present: Andrea Ingmire, Library Director; Rick Orr, Finance Director; Margaret Boyle, Circulation Department Head; Samantha Ashby, Adult Services Department Head; Bruce MacDonald, Assistant Director/IT Coordinator; Brett Bartlett, Administrative Assistant

The Agenda was approved as presented on a motion by Steinhaus. The motion was supported by Dalian. Motion carried 5-0.

The Minutes of the November 20, 2018 meeting were approved as presented on a motion by Steinhaus with support by Dalian. Motion carried 5-0.

Special Presentations

Mike Potts, Builder, and Matthew Moffit, Builder, presented to the Board their proposals for the re-purposing of the Boat Desk. Ingmire presented a proposal from Al Taylor of Taylor Made Furniture, who was not able to be present.

Per Board discussion, a subcommittee of Dalian, Steinhaus and Rehborg will meet on December 26, 2018, to determine next steps.

Public Comment – Samantha Ashby expressed a concern that bidders who are not selected be given credit for their contributions.

Township Advisory Council Report – none

Financial Reports and Approval of Bills

Rick Orr presented the financial reports and bills for November 2018 in the amount of \$427,126.63. Motion by Steinhaus to approve the bills. Seconded by Myron. Motion carried 5-0.

Board Action Items

- A. **Boat Desk Bids** – See discussion above.
- B. **Amended Budget** – Ingmire reported on revisions to the FY18/19 budget. On a motion by Steinhaus, **the Peter White Public Library Board of Trustees of the Peter White Public Library moves to adopt the Amended FY2018-2019 Expenses and Revenue budgets which total \$3,486,305.20.** Motion seconded by Myron. Motion carried 5-0.
- C. **Educator Card** – The Board discussed the idea of offering an Educator Card—a library card that would be available to any educator who works in the library service area as a way to better support our educators and students. The Board agreed to pursue this idea. Action is tabled until the January 15, 2019 meeting.
- D. **Study Room Policy** – Action tabled until the January 15, 2019 meeting.

- E. Library Page – Minimum Wage Increase** – On a motion by Dalian, **the Board of Trustees of the Peter White Public Library move to increase Library Page wages to match the adopted minimum wage for the State of Michigan. The new rate of \$9.45 will be effective on January 7, 2019. Additionally, Haley Maskus will be eligible for a \$100 bonus on the same date.** Motion seconded by Myron. Motion passes 5-0.
- F. Youth Services Fine Free Program** – As there is no new data to share at this meeting, action on this item is tabled until the January meeting.

Public Comment

Mallo reported that the library updates sent via the Library Insider are very informative and much appreciated.

Old Business

Ingmire updated the board on the construction project. The Shiras Room is complete. Carpet is beginning to be installed on the second floor. Some staff are displaced to the Peter White Conference Room as a result.

New Business/Board Member Comment

- A. Hope Dunne – Young Author Wall** – Mallo updated the Board on the proposal to move the Hope Dunne Young Author Wall to the Library. The Young Authors Committee is on board with this move. The Friends of the PWPL will pay for installation.

Standing Reports

Ingmire reported on the newly-formed PWPL Art Committee and its progress on scheduling exhibits in the Huron Mountain and Lower Level Reception Galleries.

Bartlett updated the Board on the RFP for Healthy Vending items to stock the cold food vending machine, which will be installed in February. Proposals have been submitted to five area businesses and are due back by January 11, 2019.

Staff addressed other questions and comments related to Standing Reports.

Motion by Steinhaus to adjourn. Seconded by Myron. Motion carries 5-0. Meeting adjourned at 7:09 pm.

Respectfully Submitted,

Patrick Myron,
Secretary