

**Board of Trustees of the Peter White Public Library  
Regular Board Meeting  
Minutes  
April 17, 2018**

A regular meeting of the Board of Trustees of the Peter White Public Library was held on Tuesday, April 17, 2018 in the Business Reference Room of the Library. The Meeting was called to order by President Anne Donohue at 5:01PM.

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

**Library Staff Present:** Andrea Ingmire, Library Director; Dominic Davis, Administrative Assistant; Rick Orr, Finance Director; Heather Steltenpohl, Development Director; Margaret Boyle, Circulation Department Head; Sarah Rehborg, Youth Services Librarian; Ben Sargent

**TAC Representative:** Greg Hardy, West Branch Township

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

**The Minutes** of the March 20 & April 5, 2018 meetings were approved as presented on a motion by Dalian with support by Steinhaus. Motion carried 5-0.

**Special Presentation** – Ingmire read a letter in recognition of PWPL volunteer Anne Parish. Parish has been a loyal library volunteer in the Technical Services Department.

**Public Comment** – Boyle reiterated Ingmire's recognition of library volunteer Anne Parish.

**TAC Report** – Greg Hardy informed the Board that Ingmire will be on the agenda at the next West Branch Township meeting to discuss the upcoming library ballot initiative.

**Financial Reports and Approval of the Bills**

Rick Orr presented the financial reports and bills for March 2018 in the amount of \$196,845.48. Motion by Myron to approve the bills. Seconded by Steinhaus. Motion carried 5-0.

**Board Action Items**

- A. Strategic Plan** – On a motion by Steinhaus **the Peter White Public Library Board of Trustees approves the PWPL Strategic Plan submitted. This plan will cover the funding years starting October 2018 and ending September 2022.** Motion seconded by Dalian. Motion carried 5-0.
- B. Library Fines** – Ingmire presented a revised Circulation Policy to the Board for review. The revised policy indicates that Youth Materials “do not accumulate fines/day. This does not negate the obligation to pay for lost or damaged items.” Dalian stated his concerns over the proposed changes to the PWPL circulation policy. No action taken.
- C. Construction Contract** – On a motion by Steinhaus **the Peter White Public Library Board of Trustees approves the construction contract with Closner Construction.** Motion seconded by Mallo. Motion carried 4-1; Dalian abstained.
- D. Furniture Bids** – On a motion by Steinhaus **the Peter White Public Library Board of Trustees moves to accept the lowest compliant bid from Library Design Associates. Furthermore, the Peter White Public Library Board of Trustees moves that that the Interiors Committee members work with Library Design Associates to purchase essential and desirable**

**furniture needs within the existing furniture allowance of \$200,000.** Motion seconded by Dalian. Motion carried 5-0.

**Public Comment** – Rehborg addressed the board concerning proposed changes to the circulation policy. Rehborg reminded the Board that the Youth Services Department is moving to the Westwood Mall temporarily. Sargent stated his support for fine free youth materials, and one day moving to no fines for all materials. Boyle stated her support for using youth materials as a test for fine free checkouts.

**New Business/Board Member Comment**

Mallo reported on the volunteer efforts involved in moving shelving from PWPL to Westwood Mall.

**Standing Reports**

Staff addressed questions and comments related to Standing Reports.

Motion by Dalian to adjourn. Seconded by Steinhaus. Motion carried 5-0. Meeting adjourned at 6:54PM.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Patrick Myron", written in a cursive style.

Patrick Myron,  
Secretary