

**Board of Trustees of the Peter White Public Library
Regular Board Meeting
Minutes
March 20, 2018**

A regular meeting of the Board of Trustees of the Peter White Public Library was held on Tuesday, March 20, 2018 in the Shiras Room of the Library. The Meeting was called to order by President Anne Donohue at 5:02PM.

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

Members Excused: John Mallo

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

TAC Representative: Suzanne Standerford, Sands Township

The Agenda was approved as presented on a motion by Dalian. The motion was supported by Steinhaus. Motion carried 4-0.

The Minutes of the January 16, 2018 meeting were approved as corrected on a motion by Steinhaus with support by Myron. Motion carried 4-0.

Special Presentation – Ellen Sargent addressed the Board and answered questions about the Westwood Mall Lease Agreement.

Public Comment – No comment was given at this time.

TAC Report – Suzanne Standerford informed the Board of the happenings in Sands Township.

Financial Reports and Approval of the Bills

Rick Orr presented the financial reports and bills for February 2018 in the amount of \$205,365.48. Motion by Steinhaus to approve the bills. Seconded by Dalian. Motion carried 4-0.

Board Action Items

- A. Westwood Mall Lease Agreement** – Rehborg informed the Board that the youth services department intends to run summer reading at their temporary location in the Westwood Mall. On a motion by Myron **the Peter White Public Library Board of Trustees approves the lease agreement as presented with the 45 day move out period amendment and the amendment for insurance as agreed upon.** Motion seconded by Steinhaus. Motion carried 4-0.
- B. Community Foundation Withdrawal** – On a motion by Dalian **the Board of Trustees of the Peter White Public Library request the grantable about of \$2,955.65 to be deposited into the PWPL General Operating account for fiscal year 2017/2018.** Motion seconded by Steinhaus. Motion carries 4-0.
- C. Strategic Plan Draft** – Ingmire presented the strategic plan and set a deadline of March 30, 2018 for the Board of Trustees of the Peter Public Library to submit suggestions for the draft of the Strategic Plan. No action taken.
- D. Library Fines** – No action taken.

Public Comment – Rehborg thanked the Board for agreeing to the lease agreement with the Westwood Mall.

New Business/Board Member Comment

Dalian thanked Orr for his financial forecasting and thanked Rehborg for visiting his classroom as part of an outreach program.

Donohue informed the Board of the Rural Libraries Conference taking place April 30, 2018.

Standing Reports

Staff addressed questions and comments related to Standing Reports.

Motion by Steinhaus to adjourn. Seconded by Dalian. Motion carried 4-0. Meeting adjourned at 6:47PM.

Respectfully Submitted,



Patrick Myron,
Secretary