

Board of Trustees of the Peter White Public Library
Regular Board Meeting
Minutes
November 19, 2019

A regular meeting of the Board of Trustees of the Peter White Public Library was held on Tuesday, November 19, 2019, 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, Carol Steinhaus, Andrew Dalian, John Mallo

TAC Member Present: Suzanne Standerford, Sands Township

Library Staff Present: Andrea Ingmire, Library Director; Rick Orr, Finance Director; Bruce MacDonald, Assistant Director/IT Coordinator; Heather Steltenpohl, Development Director; Brett Bartlett, Administrative Assistant

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

The Minutes of the October 22, 2019, meeting were approved as presented on a motion by Steinhaus with support from Dalian. Motion carried 5-0.

Public Comment - None

Township Advisory Council Report: Standerford reported on the happenings in Sands Township. The double-chipping of Silver Creek Road is finished. The road is open and it is a beautiful drive. The Cemetery Committee has been given approval to develop rules and regulations for green burials. A Sands Township marijuana provisioning center (marijuana store) has been approved and will be located at the Crossroads.

Financial Reports and Approval of Bills

Rick Orr presented the financial reports and bills for October 2019 in the amount of \$314,916.16 and addressed related questions and comments. The Trust Fund balance sheet included in the packet was for September; the October Trust Fund balance sheet is attached to these minutes. Motion by Steinhaus to approve the bills with support from Dalian. Motion carried 5-0.

Board Action Items

- A. **SLC Appointment** – On a motion by Steinhaus, **the Peter White Public Library Board of Trustees recommends reappointing Caroline Jordan to the Superiorland Library Cooperative Board of Directors.** Motion seconded by Myron and passed 5-0.
- B. **Examination Proctoring Service Policy** – First reading of this policy. No action needed this month.

Public Comment – None

Old Business

- A. **IdentoGo** – The IdentoGo verification process is ongoing. Ingmire will be participating in a conference call on November 21 to learn about the next steps.
- B. **Staff Behavior Standards** – A committee of staff members has been formed and is working on incorporating the standards into job descriptions (in the Knowledge, Skills and Abilities section).

New Business/Board Member Comment

Donohue commented on how nice the Hope Dunne Wall Ceremony was and thanked Mallo for his work on this project.

Dalian asked Ingmire to elaborate on her feeling of coming out of Staff Development Day with more questions than answers. Ingmire explained to the Board that collaborative processes are time-consuming and require a lot of patience. Dalian thanked Ingmire for collaborating with Library staff to come up with policies and standards, and for being a proactive boss.

Mallo commented on the Marquette County Homeless Task Force that Ingmire is a part of, and asked if he could be a representative of the Peter White Public Library Board of Trustees on the Task Force. All Board members approved.

Standing Reports

Staff addressed questions and comments related to Standing Reports.

Good of the Order

Ingmire reported the social media postings for the Library of Things' cake pans are getting many positive responses and the Library of Things is being well-utilized.

Orr commented that the Midsummer Strings performance on November 18 was very well-attended with standing room only, and was an amazing performance.

Myron expressed to the Board that he enjoys and appreciates Shane Sizemore's board reports. Sizemore is the new Head of Maintenance.

Motion by Steinhaus to adjourn. Seconded by Mallo and carried 5-0. Meeting adjourned at 5:54 pm.

Respectfully Submitted,

Patrick Myron
Secretary