

**Board of Trustees of the Peter White Public Library
Regular Board Meeting
Minutes
February 18, 2019**

A regular meeting of the Board of Trustees of the Peter White Public Library was held on Tuesday, February 18, 2019, in the Shiras Room of the Library. The Meeting was called to order by President Anne Donohue at 5:05 PM.

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

Members Excused: John Mallo

TAC Member Present: Mary Davis, Marquette Township

Library Staff Present: Andrea Ingmire, Library Director; Rick Orr, Finance Director; Samantha Ashby, Adult Services Department Head; Bruce MacDonald, Assistant Director/IT Coordinator; Heather Steltenpohl, Fund Development Director; Brett Bartlett, Administrative Assistant

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

The Minutes of the January 15, 2019, meeting were approved as amended on a motion by Steinhaus with support by Dalian. Motion carried 4-0.

Public Comment – none

Township Advisory Council Report – Mary Davis reported on happenings in Marquette Township.

Financial Reports and Approval of Bills

Rick Orr presented the financial reports and bills for January 2019 in the amount of \$306,818.69. Motion by Dalian to approve the bills. Seconded by Steinhaus. Motion carried 4-0.

Board Action Items

- A. Amended PO for Construction** – On a motion by Steinhaus, **the Board of Trustees of the Peter White Public Library moves to amend the construction PO amount to include contingency funds of \$325,000. The new PO total will be \$3,222,040.** Motion seconded by Dalian. Motion passes 4-0.
- B. Meeting Room Technology Bids** – Ingmire reported that bids were received from Flynn Design Services and Range Communications. MacDonald informed the Board that the bids were comparable in all areas except for price. The bid from Flynn Design Services was much higher: \$64,900 versus \$101,900. On a motion by Steinhaus, **the Library Board of Trustees moves to hire Range Communications to complete the meeting room technology installation. This project cost should not exceed \$70,000.** Motion supported by Myron and passes 4-0.
- C. Endowment Fund Transfer** – On a motion by Dalian, **the Board of Trustees of the Peter White Public Library moves to transfer \$35,000 from the Development Fund to the Endowment Fund.** Motion supported by Steinhaus. Motion passes 4-0.
- D. Authorized Signer List** – On a motion by Dalian, **the Board of Trustees of the Peter White Public Library authorizes the above authorized signers for the specified**

functions necessary to manage the Peter White Public Library. Motion seconded by Steinhaus and passes 4-0.

Public Comment – none

Old Business

Ingmire updated the board on the construction project.

- The retrofit of light pendants is ongoing.
- The elevator modernization project will begin on March 11 and will take two weeks. The elevator will be out of service during this time.

Bartlett reported that the vending area has been stocked with sandwiches from Outlanders. Items for the snack and drink machines will be coming soon.

New Business/Board Member Comment

Steinhaus stated that she appreciated Sarah Rehborg's comments in her Board Report about the new rules sign in Youth Services, which addresses physical safety and food allergy safety.

Standing Reports

Staff addressed questions and comments related to Standing Reports.

Good of the Order

- Davis stated that she is appreciative of the library upgrades and the library staff's willingness to adjust as needed during the construction process.
- Ingmire reported that staff members Stephanie Garn and Ali Fulsher have shifted the entire non-fiction two times!

Motion by Steinhaus to adjourn. Seconded by Dalian. Motion carries 4-0. Meeting adjourned at 5:59 pm.

Respectfully Submitted,

Patrick Myron,
Secretary