

**Board of Trustees of the Peter White Public Library  
Regular Board Meeting  
Minutes  
September 25, 2019**

A regular meeting of the Board of Trustees of the Peter White Public Library was held on Tuesday, September 24, 2019, in the Shiras Room of the Library. The Meeting was called to order by President Anne Donohue at 5:00 pm.

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

**Members Excused:** Patrick Myron

**TAC Member Present:** Lainey Stevens, Sands Township

**Library Staff Present:** Andrea Ingmire, Library Director; Rick Orr, Finance Director; Bruce MacDonald, Assistant Director/IT Coordinator; Heather Steltenpohl, Development Director; Sarah Rehborg, Youth Services Director; Samantha Ashby, Reference Department Director, Arlette Dubord, Cataloging and Acquisitions; Ben Sargent, Circulation Desk; Brett Hubbard, Administrative Assistant

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

**The Minutes** of the August 20, 2019, meeting were approved on a motion by Steinhaus with support by Dalian. Motion carried 4-0.

**Public Comment** – None

**Township Advisory Council Report** – Stevens reported on the happenings in Sands Township, including: Silver Creek Road is now paved, substitute garbage truck drivers have been hired, and the Township is in the process of consolidating all municipal buildings in one spot. Additionally the Township Board recently approved the construction of a shooting range. Lainey noted that all Township Board members are supportive of the Library.

**Financial Reports and Approval of Bills**

Rick Orr presented the financial reports and bills for August 2019 in the amount of \$161,369.17 and addressed related questions and comments. Motion by Dalian to approve the bills.

Seconded by Steinhaus and carried 4-0.

**Board Action Items**

- A. Fiscal Year 18/19 – Final Amended Budget** – On a motion by Steinhaus and supported by Mallo, **the Peter White Public Library Board of Trustees moves to adopt the Amended Budget for Fiscal Year 2018/2019 as presented.** Motion passed 4-0.
  
- B. Fiscal Year 19/20 – Carroll Paul Trust Budget** – On a recommendation by Dalian, **the Peter White Public Library Board of Trustees moves to adopt the FY 19/20 Carroll Paul Trust Budget as presented. Total disbursement to Peter White Public Library to be \$30,000.** Motion seconded by Steinhaus and passed 4-0.

- C. **AFSCME Contract** – Ingmire presented changes in the contract to the Board. Ingmire reported that the most impactful change will be MERS changing to a defined contribution program from a defined benefit program for employees hired after October 1, 2019. Membership did vote to approve the new contract. After discussion, and on a motion by Steinhaus, **the Peter White Public Library Board of Trustees move to ratify the Contract between the Peter White Public Library and the Peter White Public Library Employees Chapter of Local #1852 pending approval of pension language by the City of Marquette, City Commission. This contract is effective October 1, 2019 – September 30, 2022.** Motion seconded by Dalian and passed 4-0.
- D. **Non-Union staff wages and benefit changes** – On a motion by Steinhaus, **the Peter White Public Library Board of Trustees move to offer wage and benefit changes to the Administrative staff in alignment with the AFSCME ratified contract as presented. This includes an increase in wages and changes to PTO accumulation scales. Changes to MERS Defined Benefit plan employee contribution increase to 6.7% and creation of new Defined Contribution plan for new staff is pending approval of pension language by the City of Marquette, City Commission. Library administrative staff and library pages will receive a 2% wage increase effective October 1, 2019.** Motion seconded by Mallo and passed 4-0.

#### **Public Comment**

Stevens noted that the Sand Township Cemetery Commission is exploring Green Burial.

#### **Old Business**

- A. **IdentoGo** – Ingmire reported that the area outside the Heritage Room, which used to be the Friends Used Bookstore, has been identified as a possible location for IdentoGo. IdentoGo has agreed to a higher stipend of \$2500 per month. A staff person for this service will be hired once everything is in place. Administrative staff Steltenpohl, Orr, Ingmire and Hubbard have agreed to be trained as back-up for this position.

#### **New Business/Board Member Comment –**

- A. **Personnel Committee Report – Library Director Evaluation** – Donohue reported that the Personnel Committee performed the Director Evaluation and that Ingmire has done an outstanding job. The director goals for the coming year are:
- a. Anticipate, plan for and recruit for key personnel vacancies.
  - b. Maintain financial stability including planning for the growth of the endowment fund.
  - c. Maintain the physical structure and grounds.
- Donohue will send goals to Ingmire within the next few days.
- B. Board Member Comment – Dalian noted that Teaching Family Homes has a high ropes course that could be used by Library staff for a team-building exercise.
- C. When asked about the status of the elevator, Ingmire noted that the elevator is currently in use and that an official complaint was filed regarding the state inspector's handling of the situation.

#### **Standing Reports**

Donohue commented on the very complimentary letter addressed to Rehborg and Amanda Pierce (Teen Services Coordinator) from a librarian who was visiting libraries throughout Michigan to get new ideas about serving patrons.

Staff addressed other questions and comments related to Standing Reports.

**Good of the Order**

Mallo will be out of town for the October Board meeting.

Motion by Dalian to adjourn. ~~Steinhaus by Dalian~~ Motion carries 4-0. Meeting adjourned at 6:10 pm.

*Seconded by Steinhaus.*

Respectfully Submitted,



Anne Donohue,  
President