

**Board of Trustees of the Peter White Public Library
Regular Board Meeting
Minutes
January 21, 2020**

A regular meeting of the Board of Trustees of the Peter White Public Library was held on Tuesday, January 21, 2020, in the Shiras Room of the Library. The Meeting was called to order by President Anne Donohue at 5:01 pm.

Members Present: Anne Donohue, Patrick Myron, John Mallo, Andrew Dalian. Carol Steinhaus arrived during the meeting.

TAC Member Present: Lainey Stevens, Sands Township

Library Staff Present: Andrea Ingmire, Library Director; Rick Orr, Finance Director; Samantha Ashby, Adult Services Department Head; Sarah Rehborg, Youth Services Department Head; Brett Hubbard, Administrative Assistant

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

The Minutes of the December 17, 2019, meeting were approved as presented on a motion by Dalian and seconded by Mallo. Motion carried 4-0.

Public Comment: None

TAC Report: Stevens reported on the happenings in Sands Township. Two items of note are an ongoing grant project to locate all the municipal buildings in one location, and a marijuana distribution center to be located at the Crossroads. Some Sands Township residents are unhappy about the distribution center.

Financial Reports and Approval of Bills: Orr presented the financial reports and bills for December 2019 in the amount of \$162,606.28 and addressed related questions and comments. Motion by Steinhaus to approve the bills with support from Dalian. Motion carried 5-0.

Board Action Items

- A. Circulation Policy** – On a motion by Steinhaus, **the Peter White Public Library Board of Trustees moves to amend the Circulation and Library Policy Manual to include MelCat loan period changes for books and DVD's. These changes include a 4-week checkout period for books and a 14-day checkout period for DVD's. The MelCat loan period checkout policy will go into effect statewide on 2/3/2020.** Motion seconded by Myron and passed 5-0.

Public Comment – None

Old Business

- A. **Workplace Cultural Expectations** – Ingmire reported on the Workplace Cultural Expectations that recently were presented to all library staff. Thus far there has been no negative feedback, which Ashby reiterated as a member of the Workplace Cultural Expectations Committee. The next step will be to incorporate the Expectations into the Knowledge, Skills and Abilities section of all Library job descriptions.
- B. **IdentoGO** – The IdentoGO program at the Library went live on January 14. So far things have been running smoothly. The biggest concern from users is the location is difficult to find because it is not clear that it's located in the Library.

New Business/Board Member Comment

Ingmire informed the Board that a reception will be held for Diana Menhennick (Reference Department), who is retiring after 33 years at the Library, on January 31 from 1:00 pm – 3:00 pm in the Huron Mountain Club Gallery. Stephanie Garn will be taking over for Menhennick and started her new role on January 20.

Mallo commented that the Friends of the Peter White Public Library recently received a donation of a full set of law books, which they are expecting to sell for several thousand dollars on Ebay.

Standing Reports

Staff addressed questions and comments related to Standing Reports.

Motion by Myron to adjourn. Seconded by Steinhaus and carried 5-0. Meeting adjourned at 6:03 pm.

Respectfully Submitted,

Patrick Myron
Secretary