

**Board of Trustees of the Peter White Public Library
Regular Board Meeting
Minutes
Monday, October 17, 2022**

A regular meeting of the Board of Trustees of the Peter White Public Library was held on Monday, October 17, 2022 in the George Shiras III Room of the Peter White Public Library. The meeting was called to order by President Anne Donohue at 5:01PM.

Members Present: Anne Donohue, President; Steve Schmunk, Secretary; Suzanne Williams, Member. Lori Nelson, Member, joined at 5:05PM.

Library Staff Present: Andrea Ingmire, Library Director; Bruce MacDonald, Assistant Director/IT Head; Heather Steltenpohl, Development Director; Ann Richmond Garrett, Administrative Assistant; Jamie Goodwin, Finance Director; Sarah Rehborg, Youth Services Department Head. Amy Salminen, Adult Services Department Head, joined at 5:29PM.

TAC Representatives Present: Tom Bronken, Marquette Township.

Others present (online): Carol Steinhaus, Board Member; Peggy Jensen, West Branch Township via Zoom.

The Agenda was approved on a motion by Schmunk and seconded by Williams. The motion is approved 3-0.

The Minutes of the September 27, 2022 Board Meeting were approved on a motion by Williams and seconded by Schmunk. The motion is approved 3-0.

Special Presentation – Sarah Rehborg, Youth Services Department Head.

Rehborg presented the staff and responsibilities of the Youth Services Department. All YS staff rotate at service desks and work on programs throughout the week, in addition to contributing to newsletter content, outreach, and materials. Rehborg summarized changes and activities in Youth Services that have taken place since Fall of 2021, as we focused on the return to in-person programs, including: tracking of patron foot traffic, school visits & classroom educator cards, seasonal reading programs, and current & future programming.

Public Comment: None

TAC Report: Peggy Jensen, West Branch Township.

The library millage is on the ballot for November. Their current tax-assessor contract was approved for another four years. There has been interest in installing a security camera to observe the ballot and tax paying box in the lobby City Hall. There has been discussion of a road millage for the township, to pay for improvements on roads that are not covered by the county. Interviews are underway for someone to assist in updating the Township Master Plan. There was leftover pandemic-aid money intended for completion of a basketball court, but there have been a few roadblocks in construction; the money will be used to improve recreation building instead.

Financial Reports – including Approval of the Bills: Goodwin addressed questions and comments related to the bills and financial reports. We are still waiting on the City to sign off

on the Amended Budget. Insurance underwriters have changed, which resulted in a savings for the library. A motion was brought by Schmunk and seconded by Williams to approve the bills for September 2022, in the amount of \$207,714.50. The motion is approved 4-0.

Board Action Items:

- a) **Carroll Paul Trust Budget FY22/23-** On a motion by Nelson and seconded by Schmunk **The Peter White Public Library Board of Trustees move to approve The Carroll Paul Trust Budget FY22/23 as presented. The motion passed 4-0.**
- b) **FY22/23 Budget adjustments-** On a motion by Nelson and seconded by Williams **The Peter White Public Library Board of Trustees move to approve the FY22/2 Budget Adjustments as presented. The motion passed 4-0.**
- c) **Holidays 2023-** On a motion by Schmunk and seconded by Nelson, **The Peter White Public Library Board of Trustees move to approve the 2023 Holiday Schedule as amended. The motion passed 4-0.**
- d) **Board Meeting Dates 2023 –** On a motion by Nelson and seconded Williams **The Peter White Public Library Board of Trustees move to adopt the 2023 Board Meeting Schedule as presented. The motion passed 4-0.**
- e) **GOV – 6 Board By- Laws-** On a motion by Williams and seconded by Nelson **The Board of Trustees of the Peter White Public Library move to eliminate the GOV 6.1 Rules for Public Participation from the PWPL policy manual. Information regarding public participation will be included in the GOV – 6 By-laws document. The motion passed 4-0.**
- f) **Infant at Work Policy –**No action taken on this agenda item. This policy will not be proposed for future development. PWPL will rely on existing policies to accommodate and support staff members with children.

Public Comment: Steinhaus requested the wording in the By-Laws when it comes to rescheduling meetings be changed.

Old Business: None

New Business/Board Member Comment: National Friends of Libraries week was acknowledged; Steltenpohl reported that our own Friends Group raised over \$42,000 this year.

Trustee Manual: Review of Chapter 3, 2021 Edition.

Standing Reports:

Correspondence: A message from an individual who was unhappy with the interactions between PWPL and MCGS was presented.

Adjournment: Nelson made motion to adjourn, seconded by Schmunk. The motion was approved 4-0. The meeting adjourned at 6:27PM.

Respectfully submitted,

Steve Schmunk
Secretary

Upcoming meetings: November 15, 2022
Upcoming TAC meeting: December 7, 2022