

**Board of Trustees of the Peter White Public Library
Regular Board Meeting
Minutes
Tuesday, November 15, 2022**

A regular meeting of the Board of Trustees of the Peter White Public Library was held on Tuesday, November 15, 2022 in the George Shiras III Room of the Peter White Public Library. The meeting was called to order by President Anne Donohue at 5:00PM.

Members Present: Anne Donohue, President; Steve Schmunk, Secretary; Suzanne Williams, Member; Carol Steinhuas, Member; Lori Nelson, Member.

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.

TAC Representatives Present: Tom Bronken, Marquette Township; Beth Linna, Skandia Township.

Others present (online): None

The Agenda was approved on a motion by Steinhaus and seconded by Schmunk. The motion is approved 5-0.

The Minutes of the October 18, 2022 Board Meeting were approved on a motion by Steinhaus and seconded by Nelson. The motion is approved 5-0.

Special Presentation – John Povey, Maintenance Department Head.

Povey gave a summary of responsibilities belonging Maintenance Department staff. Since he began working at PWPL, he has made an effort to make Maintenance less isolated than it has been in the past, and said this has had good results. Current issues with the automatic doors in the main entrance were discussed at length; replacement doors and components have been ordered. Steinhaus requested Povey's insight on PWPL's options for being more energy efficient, especially keeping in mind current increases with utilities. He shared that there are some automatic controls in place, but some of the older spaces have room for improvement.

Public Comment: None

TAC Report: Beth Linna, Skandia Township.

Construction is still underway on the playground outside community center in Skandia; the playground should be finished by end of summer, and has been both donation and grant funded. There was over vote 50% turnout for the recent election; election-day went well, including registration of a few new voters.

Financial Reports – including Approval of the Bills: Goodwin addressed questions and comments related to the bills and financial reports. The adjustment with the distribution from the Carol Paul Trust was addressed. Expenses are coming in slightly high for this point in the fiscal year, but may be due to subscriptions and payments coming through that are specific to

October. A motion was brought by Nelson and seconded by Steinhaus to approve the bills for October 2022, in the amount of \$243,484.36. The motion is approved 5-0.

Board Action Items:

- a) **PWPL Board By-laws GOV-6-** The Board discussed the best placement for a public comment period or periods within their meetings. Placing a single period, instead of two, after Financial Reports, and before Board Action Items was accepted as the best option. Donohue asked for input on guidelines for public participation—it was agreed to leave these as presented. On a motion by Steinhaus and seconded by Nelson **The Peter White Public Library Board of Trustees move to approve PWPL Board By-laws GOV-6 as amended. The motion passed 5-0.**
- b) **Food for Fines-** Ingmire requested that the Board approve this as an automatic, annual program. On a motion by Nelson and seconded by Steinhaus **The Peter White Public Library Board of Trustees move to approve the annual Food for Fines program in conjunction with the local Can-A-Thon program. The motion passed 5-0.**

Public Comment: Tom Bronken asked for clarification as to whether the Board will have an opportunity to provide more information on or respond to the single Public Comment section. It was confirmed that this will be possible in the Board Member Comment Portion.

Old Business: None

New Business/Board Member Comment:

Steinhaus commended Youth Services on their Crafts for Ukraine fundraiser, and spoke to the importance of teaching young people about humanitarian efforts. Rehborg shared information on our Kindness Club program, which will help the UP Foster Closet program.

Trustee Manual: Review of Chapter 4, 2021 Edition.

The Planning Committee will be meeting again in November, and should have a report to present to the Board in the January 2023 meeting.

Standing Reports:

Notes of gratitude to the PWPL were presented. The Friends of the Library will meet again on November 17, 2022. David White of the Friends will be having surgery, and will be out until February 2023. Arlette Dubord will be retiring at the end of January 2023. Mental Health training for SODS led to discussion of issues with problem individuals in the library.

Adjournment: Steinhaus made motion to adjourn, seconded by Nelson. The motion was approved 5-0. The meeting adjourned at 6:07PM.

Respectfully submitted,

Steve Schmunk
Secretary

Upcoming meetings: January 17, 2022
Upcoming TAC meeting: December 14, 2022