

Board of Trustees of the Peter White Public Library
Regular Board Meeting
Minutes
March 15, 2022

A regular meeting of the Board of Trustees of the Peter White Public Library was held on Tuesday, March 15, 2022 in the Shiras Room. The meeting was called to order by President Anne Donohue at 5:05PM.

Members Present: Anne Donohue, President; Patrick Myron, Secretary; Steve Schmunk. Excused: Lori Nelson, Member, Carol Steinhaus, Member.

Library Staff Present: Andrea Ingmire, Library Director; Bruce MacDonald, Assistant Director/IT Head; Heather Steltenpohl, Development Director; Samantha Ashby, Adult Services Department Head; Ann Richmond Garrett, Administrative Assistant, Jamie Goodwin, Finance Director, Sarah Rehborg, Youth Services Department Head.

TAC Representatives Present: Beth Linna, Skandia Township, Paul Marin, Marquette Township.

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

The Minutes of the February 15, 2022 Board Meeting were approved on a motion by Schmunk and seconded by Myron. The motion is approved 3-0.

Special Presentation: Samantha Ashby, Adult Services Department Head, gave a presentation on new developments in adult services. Through our SLC partnership, our recording booth was able to open February 1st, 2022. The memory lab is expected to be ready for use on April 1st, 2022; the lab will enable users to convert most outdated audio & audiovisual materials to a digital format. Take & Make Kits/Craft Programming has been popular, with plans for more in the future. We gained an additional Michigan Legal Self-Help Center December of 2021, and now have two in total. Ashby discussed upcoming programming, which includes the Docu Series, concerts (both in person, and virtual), the NEA Big Read Grant, Great Lakes Poetry Festival, and the Great Michigan Read. Adult Summer Reading 2021 was very popular, and they plan to continue in Summer 2022. As of 2021, we offer Hoopla in addition to Kanopy. Value Line is now online only. The Mining Journal Digitization project is still in progress, and can be viewed at uplink.nmu.edu. The installation of periodical holders and shorter shelves, for better sight lines to Memory Lab and Recording Room, has been completed. Publicity for programming continues with our Fiction display, podcasts by Marty, and social media highlighting the recording booth. All previous passport staff have been recertified. All Reference staff completed Mel Maven training. Upcoming goals for Adult Services include: more online resources through partnership with other SLC libraries, handheld technology for patrons, wifi hotspots, and more credits on Hoopla and Kanopy.

Public Comment: None

TAC Report: Beth Linna, Skandia Township.

Linna reported that Skandia received a Recreation Passport Grant. The township plans to renovate the playground area, and add ADA accessible bathrooms. They are also discussing making the pavilion more ideal for hosting gatherings and events. Skandia has a new TAC Rep, Anna Sanford.

Financial Reports and Approval of Bills: Goodwin addressed questions and comments related to the bills and financial reports. Schmunk asked questions about the 2021-2022 Annual Audit. MERS funding was discussed. A motion was brought by Myron and seconded by Schmunk to approve the bills for February 2022 in the amount of \$135,642.83. The motion is approved 3-0.

Board Action Items:

a) Library Policies for Approval

- **CIRC – 1 Library Card Policy, CIRC – 3 Collection Use Policy, CIRC – 5 Educator Outreach Card Policy, LIB – 6 Memory Lab Policy, PRG – 3 Art Exhibit and Display Policy:** On a motion by Schmunk and seconded by Myron, **the Board of the Peter White Public Library moves to approve, CIRC – 1 Library Card Policy, CIRC – 3 Collection Use Policy, CIRC – 5 Educator Outreach Card Policy, LIB – 6 Memory Lab Policy, PRG – 3 Art Exhibit and Display Policy** . The motion is approved 3-0.

b) INFO – 4 Exam Proctoring Policy (update, first reading): No action necessary at this time.

c) MGT – 9 Gift and Donation Policy (revision, first reading): No action necessary at this time.

d) Director Contract: On a motion by Myron and seconded by Schmunk, **the Board of the Peter White Public Library moves to adopt the Revised Director Contract as amended. This contract will be signed by the Board of Trustees President, Secretary and Library Director and will be effective as of March 15, 2022.** The motion is approved 3-0.

e) Strategic Plan Committee Recommendation: On a motion by Schmunk and seconded by Myron, **the Board of the Peter White Public Library move to hire Fast Forward Libraries as the consultants for our upcoming Strategic Planning process. This process will begin in April 2022 and should be completed by January 2023.** The motion is approved 3-0.

Public Comment: None

Unfinished Business: None

New Business/Board Member Comment:

Ingmire discussed continuing education opportunities for board members, through the Library of Michigan.

Standing Reports: Staff address questions and comments related to Standing Reports.

Schmunk made motion to adjourn, seconded by Myron. The meeting adjourned at 6:04 PM.

Respectfully submitted,

Patrick Myron
Secretary

Upcoming meetings: April 19, 2022

Upcoming TAC meeting: June 2, 2022