

**Board of Trustees of the Peter White Public Library  
Regular Board Meeting  
Minutes  
June 13, 2022**

A regular meeting of the Board of Trustees of the Peter White Public Library was held on Monday, June 13, 2022 in the George Shiras III Room of the Peter White Public Library. The meeting was called to order by President Anne Donohue at 5:02PM.

**Members Present:** Anne Donohue, President; Lori Nelson, Member; Carol Steinhaus, Member; Steve Schmunk, Member; Suzanne Williams, 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; Amy Salminen, Adult Services Librarian.

**TAC Representatives Present:** Kerrie Heikes, Sands Township; Tom Bronken, Marquette Township.

**Others present:** Community members; MCGS Member Mike Belk.

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

**The Minutes** of the April 19, 2022 Board Meeting were approved on a motion by Schmunk and seconded by Steinhaus. The motion is approved 5-0.

**Election of Officers:** Anne Donohue presented a slate of Board Members, Steve Schmunk to replace past member Patrick Myron as Secretary, and herself to continue as president. Donohue called for any members to volunteer for these positions if interested, none came forward. The election of officers was approved on a motion by Steinhaus and seconded by Williams. The motion is approved 5-0.

**Special Presentation:** Special Presentations – Margi Licht-Mallo, Special Recognition; Bruce MacDonald, Network Administrator and Assistant Director. Licht-Mallo will be stepping down after five years of serving as the Friends of the Library President. She was recognized and thanked by both the Friends and the Board.

MacDonald gave a presentation on general hardware/software inventory and function, in relation to computers at the PWPL. Network hardware, specialized hardware, and update of firewall were also addressed. A request for proposal to change the ILS software has been submitted. New to the PWPL this year: the memory lab, digital

microfilm reader, and equipment to stream programming (thanks for the Friends of the Library.) Self-service printing was added in reference area, which includes a new printer that was donated. Digital signage, for the meeting rooms, was added in the lobby. A new Polycom phone system has been installed. Soon to be added: a courtesy phone for the public. All PWPL employees now have access to Office 365 for email. Mining Journal Digitization, implemented by our past Adult Services Librarian Samantha Ashby, can now be accessed. The digitization is hosted on NMU's grant-funded Uplink Project. Schmunk asked for clarification as to whether or not the hosting is temporary, MacDonald addressed at length. Steinhaus requested clarification on laptop access for room rentals, the possible ILS change, anti-virus software, and whether or not people paying for printing has been an issue; MacDonald addressed at length.

**Public Comment:** None

**TAC Report: Kerrie Heikes, Sands Township.**

An application for land transfer was put in to DNR, moving the previously discussed solar project forward. Sands Township is looking into starting a junior firefighter program. There have been some contract issues with Sands Speedway, due to non-compliance, which may go to court. The Township has begun a tire collection program to curb problems with dumping. More security cameras have been installed at the ballot drop boxes.

**Financial Reports and Approval of Bills:** Goodwin addressed questions and comments related to the bills and financial reports. The cost of utilities has nearly doubled compared to this time last year. Ingmire and Goodwin have begun to discuss the budget, and will have an estimate prepared for the August Board of Trustees meeting. Goodwin, Ingmire, and Board Members will hold a special budget meeting on July 27<sup>th</sup>, from 4-5:30PM. A motion was brought by Steinhaus and seconded by Schmunk to approve the bills for April & May 2022, in the amount of \$194,516.82 & \$161,303.57. The motion is approved 5-0.

**Board Action Items:**

- a) **MCGS Subcommittee Report:** No action at this time. Negotiations are in progress.
- b) **Authorized Signer Listing Update:** On a motion by Steinhaus and seconded by Nelson, The Board of Trustees of the Peter White Public Library authorizes the updated list of authorized signers for the specified functions necessary to manage the Peter White Public Library. The motion is approved 5-0.
- c) **Policies for approval**
  - **PRG – 1 Library Sponsored Program Policy.** On a motion by Nelson and seconded by Steinhaus, The Peter White Public Library Board of Trustees moves to approve the PRG – 1 Library Sponsored Program Policy as revised. This policy will be effective as of 5/17/2022. The motion is approved 5-0.

- d) **MGT – 8 Purchasing Policy:** First reading, no action necessary.
- e) **INFO – 1 Material Selection and Intellectual Freedom Policy.** On a motion brought by Nelson and seconded by Steinhaus, **The Peter White Public Library Board of Trustees move to approve the INFO – 1 Material Selection Policy as revised. This policy will be effective as of 6/13/2022. The motion passed 5-0.**
- f) **Budget Revision:** On a motion by Steinhaus and seconded by Schmunk, **The Peter White Public Library Board of Trustees move to approve the Fiscal Year 21/22 Budget Revisions as presented. The motion passed 5-0.**
- g) **Artwork Donation**
- On a motion by Nelson and seconded by Williams, **The Peter White Public Library Board of Trustees move to accept the artwork donations by the following artists: Claire Harkin, Doris M Jarrell, Mary Ann Beckwith, Tom Buchkoe, and David A Vore.. The motion was passed 5-0.**
  - On a motion by Nelson and seconded by Steinhaus, **The Peter White Public Library Board of Trustees move to transfer ownership of the following artifacts to the NMU Devos Museum: Beaded Collar and Birchbark Box. The motion passed 5-0.**
- h) **Pandemic Policies:** On a motion by Steinhaus and seconded by Schmunk, **The Peter White Public Library Board of Trustees move to continue to operate as is, fully open with masks optional. The board will review all Pandemic Policies in January 2023. The motion passed 5-0.**

**Public Comment:** The topic of what defines the Library Service Area was discussed at length.

**Unfinished Business:** None

**New Business/Board Member Comment:** Chapter 14 of the Trustee Manual, Libraries and the Law, was reviewed.

**Standing Reports:** Two items of correspondence were presented to the Board.

**Adjournment:** Nelson made motion to adjourn, seconded by Steinhaus. The motion was approved 5-0. The meeting adjourned at 7:05PM.

Respectfully submitted,

Steve Schmunk  
Secretary

Upcoming meetings: August 9, 2022  
Upcoming TAC meeting: September 7, 2022

