

**Board of Trustees of the Peter White Public Library
Regular Board Meeting
Minutes
Tuesday, August 9, 2022**

A regular meeting of the Board of Trustees of the Peter White Public Library was held on Tuesday, August 9, 2022 in the George Shiras III Room of the Peter White Public Library. The meeting was called to order by President Anne Donohue at 5:07PM.

Members Present: Anne Donohue, President; Carol Steinhaus, Member; Steve Schmunk, Secretary. Lori Nelson, Member, present at 5:21PM.

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: None

Others present (online): Judy White, TAC, Chocolay Township; Paul Morin, TAC, Marquette Township. Joan Ball was also present for a portion of the meeting.

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

The Minutes of the June 13, 2022 Board Meeting and the July 27, 2022 Work Session were approved on a motion by Steinhaus and seconded by Schmunk. The motion is approved 3-0.

Special Presentation – Amy Salminen, Adult Services Librarian.

Salminen presented on the values of the Adult Services Department, functions of the Reference Desk, and gave a summary of Services and Programs offered. The PWPL is also a site for a Michigan Legal Self Help Center. Adult Services runs both genealogy services and the Adult Summer Reading program. This department is also home to both Adult Programming, and our Online Resources. Reference Staff is in charge of all Adult Reading displays throughout the building, as well as What's New Articles for the Mining Journal. Salminen gave a summary of her position as Adult Services Librarian, which includes representation on committees for Great Michigan Read, Superiorland Library Cooperative, Justice for All, & PWPL, as well as Collection Development & Management for reading collections.

Public Comment: None

TAC Report: Judy White, Chocolay Township. The Township is focusing on preparation for upcoming elections. White inquired if the PWPL has looked into finding out what services seniors in our area need. Ingmire and Steltenpohl both verified that we are planning for this, and are in conversation with the Senior Center about their needs, and the best way to meet them.

Financial Reports – including Approval of the Bills: Goodwin addressed questions and comments related to the bills and financial reports. Goodwin is looking into having Eric Froberg

give a presentation, after the fiscal year, to the Board on financial management strategies. Schmunk requested a chart or graph for our next meeting showing levels and locations of investments. A motion was brought by Schmunk and seconded by Nelson to approve the bills for June & July 2022, in the amount of \$143,805.54 & \$140,303.45. The motion is approved 4-0.

Board Action Items:

- a) **Budget FY22/23.** Ingmire presented a summary of the FY 22/23 Budget. On a motion by Steinhaus and seconded by Schmunk, **The Peter White Public Library Board of Trustees moves to approve the Budget FY22/23 as presented. The motion passed 4-0.**
- b) **MCGS Subcommittee Report:** Donohue and Steinhaus presented an update on the state of the library partnership with the MCGS. Ingmire verified that most of the MCGS collection has been removed by the group without notification to the library. Steinhaus requested that PWPL staff have access to a response should they be asked why the MCGS collection has been removed. The Board agreed that a letter, composed by the subcommittee, should be sent to MCGS acknowledging that the materials have been removed, and requesting information on where the public can now access the materials, so that the library may provide that when asked.
- c) **Policies for approval**
 - a.) **MGT – 8:** On a motion by Steinhaus and seconded by Nelson, **The Peter White Public Library Board of Trustees move to approve the MGT – 8 Purchasing Policy as revised. This policy will be effective as of 8/9/2022. The motion passed 4-0.**
 - d) **Artwork Donation:** On a motion by Nelson and seconded by Schmunk, **The Peter White Public Library Board of Trustees move to accept the artwork donations by the following artists: Maggie Linn, Katherine Conover, John Linn, RA Stewart, Nita Engle, and Roger Magnuson. The motion was passed 4-0.**

Public Comment: None

Old Business: None

New Business/Board Member Comment

- a) Trustee Manual – 2021 Edition, Chapter 1 Review
https://www.michigan.gov/documents/libraryofmichigan/LM_TrusteeManual_2020_703765_7.pdf
- b) Donohue presented on the current events involving the Patmos Library in Lower Michigan and material challenges, and proposed our Board sending a letter of support to theirs. The topic was discussed at length. Donohue will draft the letter and send to the Board and Library Department Heads for approval.

Standing Reports:

Correspondence
Library Director's Report
Development Director's Report
Management Reports
Statistical Reports

Adjournment: Nelson made motion to adjourn, seconded by Steinhaus. The motion was approved 4-0. The meeting adjourned at 6:10PM.

Respectfully submitted,

Steve Schmunk
Secretary

Upcoming meetings:	September 27, 2022, October 17, 2022 (Monday)
Upcoming TAC meeting:	September 7, 2022