

**Board of Trustees of the Peter White Public Library  
Regular Board Meeting  
Minutes  
Tuesday, April 18, 2023**

A regular meeting of the Board of Trustees of the Peter White Public Library was held on Tuesday, **April 18, 2023** 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 Steinhaus, 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; Melissa Alan, Circulation Department Head.

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

**Others present (online):** Natasha Lantz

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

**The Minutes** of the March 21, 2023 Board Meeting were approved on a motion by Nelson and seconded by Schmunk. The motion is approved 5-0.

**Special Presentation – Melissa Alan, Circulation Department Head.**

Melissa introduced herself, and presented library statistics in relation to the Circulation Department. She also gave a summary of the other responsibilities of the Circulation Desk staff, including programs and day to day activities. Melissa introduced new additions to staff, additions to the Library of Things, and spoke about long term goals for the department.

**TAC Report: Beth Linna, Skandia Township.**

Physical updates to the Town Hall are in process. The new playground will be installed by this summer. Preparations for the next election continue.

**Financial Reports – including Approval of the Bills:** Goodwin addressed questions and comments related to the bills and financial reports. Expenses are coming in at 50% of Budget for this point in the fiscal year. A motion was brought by Steinhaus and seconded by Nelson to approve the bills for March 2023, in the amount of \$203,866.57. The motion is approved 5-0.

**Public Comment:** Natasha Lantz thanked Melissa for her presentation on Circulation, saying she learned several pieces of new information about the services they provide.

**Board Action Items:**

- a.) **LIB 2-Code of Conduct Policy.** The intention of the attire portion of this policy was clarified. On a motion by Schmunk and seconded by Steinhaus, **The Board of Trustees of the Peter White Public Library moves to approve the LIB 2 – Code of Conduct Policy as presented with an effective date of April 18, 2023. The motion is approved 5-0.**
- b.) **Gov 8 – Emergency Response Policy.** It was decided to revisit this in April, due to several changes. No action at this time.
- c.) **LIB 2.2 – Drug, Alcohol, and Tobacco Free Policy –** The terms of this policy are now included in LIB 2-Code of Conduct Policy. On a motion by Steinhaus and seconded by Schmunk, **The Board of Trustees of the Peter White Public Library moves to rescind the LIB 2.2 – Drug, Alcohol, and Tobacco Free Policy as this content is now covered by the LIB 2 – Code of Conduct Policy. The motion is approved 5-0.**

**Other Business:** None

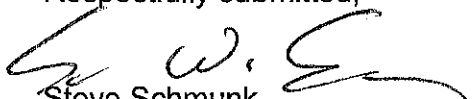
**Board Member Comment:**

- a.) Anne Donohue shared information about a talk by Len Niehoff regarding censorship.
- b.) **Trustee Manual:** Review of Chapter 8, Facilities and Technology, 2022 Edition. The context for the Internet of Things, as referenced in the Manual, was discussed.

**Standing Reports:** Heather Steltenpohl gave an update on the Art Sale fundraiser. Bruce MacDonald gave an update and answered questions about the ongoing Digitization of the Mining Journal.

**Adjournment:** Steinhaus made motion to adjourn, seconded by Nelson. The motion was approved 5-0. The meeting adjourned at 5:56PM.

Respectfully submitted,

  
Steve Schmunk  
Secretary

Upcoming meetings:                      May 23, 2023  
Upcoming TAC meeting:                June 7, 2023