

**Board of Trustees of the Peter White Public Library  
Regular Board Meeting  
Minutes  
Tuesday, August 8th, 2023**

A regular meeting of the Board of Trustees of the Peter White Public Library was held on Tuesday, **August 8th, 2023** in the George Shiras III Room of the Peter White Public Library. The meeting was called to order by President Anne Donohue at 5:02PM.

**Members Present:** Anne Donohue, President; Steve Schmunk, Secretary; Suzanne Williams, Member; Lori Nelson, Member.  
Carol Steinhaus, Member is Excused.

**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; John Povey, Facilities Manager; Amy Salminen, Adult Services Department Head.

**TAC Representatives Present:** Judy White, Chocolay Township; Paul Marin, Marquette Township.

**Others present (online):** One member of the public.

**The Agenda** was approved on a motion by Nelson and seconded by Schmunk. **The motion is approved 4-0.**

**The Minutes** of the June 20, 2023 Board Meeting were approved on a motion by Schmunk and seconded by Nelson. **The motion is approved 4-0**

**Special Presentation – John Povey, Facilities Manager.** Povey gave an update on the installation of our new entry doors, which should be in about two weeks. He discussed the front steps that are in need of repair, as they are crumbling in several spots. Schmunk asked if we have an estimate for the replacement of the steps, Povey reported that we do not have any quotes on these repairs yet. The repair of the skylights and the possibility of solar panels was also discussed. Nelson asked if we are given any kind of lifespan for the steps when they are installed; the library does not have that information but will request it in the bid process. According to MacDonald the building's original steps lasted over 100 years.

**TAC Report: Judy White, Chocolay Township.** White spoke with a senior group recently, they mentioned they appreciate the use of the drop box at the town hall. The Iron Workers are building a new facility in Chocolay Township, which in the long-run could increase revenue for the library. White stated she always gets positive feedback about the Peter White Library, in Chocolay Township.

**Financial Reports – including Approval of the Bills:** Goodwin addressed questions and comments related to the bills and financial reports. Nelson asked if the increase of summer utilities is due primarily to air conditioning, Povey and Goodwin verified that this is the case. The efficiency of the air conditioning function was evaluated by the previous Financial Director and Povey. A motion was brought by Nelson and seconded by Williams to approve the bills for June and July 2023, in the amount of \$337,048.44. The motion is approved 4-0.

**Public Comment:** None

**Board Action Items:**

Donohue addressed that we are changing the format of presentation and voting on Board Action Items. Ingmire will present background information, fiscal effect, and recommendation. A Board member may make a motion and read the recommendation. After the motion is seconded, the item will be open for discussion and follow up questions.

- a) ***AFSCME Contract 2022-2025 – Wage Reopener, Tentative Agreement-*** This agreement modifies the timing of step increases, adjustment to wages for incoming staff, and details how steps will be determined when staff move to either a lower or higher paid position. It was verified that the Union did vote yes on this agreement. On a motion by Nelson and seconded by Schmunk, **the Personnel Committee of the PWPL Board of Trustees recommends the adoption of the PWPL AFSCME Wage Scale for October 1, 2023 to September 30, 2024 and the Tentative Agreement dated regarding Article 38 of the contract between the PWPL and the PWPL Employees Chapter of Local #1852 dated July 18, 2023.** After discussion the original motion was withdrawn by Nelson. A new motion was made by Schmunk and seconded by Nelson, **The Personnel Committee of the PWPL Board of Trustees recommends the adoption of the PWPL AFSCME Wage Scale for October 1, 2023 to September 30, 2024 and the Tentative Agreement dated July 18, 2023 regarding Article 38 of the contract dated October 1, 2022 – September 30, 2025 between the PWPL and the PWPWL Employees Chapter of Local #1852. The motion is approved 4-0.**
- b) ***Administration and non-Union Wages FY23/24*** –Options and total costs for increases between 3-4% were presented. On a motion by Williams and seconded by Nelson, **The Board of Trustees of the Peter White Library moves to set wage increases for Administration and Non-Union Staff at a rate determined by PWPL Board of Trustees discussion.** Ingmire explained the structure of how step have worked in the past, and how the percentages compare. After discussion, Williams withdrew her original motion with Nelson's agreement. Williams then moved and Nelson seconded this modified motion: **The Board of Trustees of the Peter White Library moves to set wage increases for Administration and Non-Union Staff at 4%. The motion is approved 4-0.**
- c) ***Carroll Paul Memorial Trust FY 23/24 Budget-***The Carroll Paul Memorial Trust Fund was established to support music and music programming at the Peter White Public Library. Withdrawal from this fund will be set at the average market value as of June 30, 2023. On a motion by Schmunk and seconded by Nelson, **The Board of Trustees of the Peter White Library moves to approve the FY2023-2024 Carroll Paul Trust Budget. The motion is approved as amended 4-0.**
- d) ***PWPL Operating Budget FY23/24*** – The proposed budget for FY23/24 is very similar to that of the current FY22/23. Revenues are trending up including City tax revenues and penal fines. Expenses have stabilized. Items not covered by the operating budget include large building repairs/improvements some of which might be necessary in the upcoming fiscal year. These items include: replacement of more limestone steps at Front Street lower stairs, leaking skylight on the upper level, moving of Teen Zone to AV area on main floor. These items will have to be funded with the use of Fund balance if we deem them necessary. After this proposed budget is approved by the PWPL Board of Trustees it will be presented to the City Commission for consideration at their budget workshop on August 22, 2023. On a motion by Schmunk and seconded by Williams,

**The Board of Trustees of the Peter White Library moves to approve the FY2023-2023 Budget as proposed.** Nelson questioned how it can be predicted that our fund balance can support the repairs that are needed, Goodwin verified the fund balance is healthy, though we do not have a fixed number for repairs. Macdonald offered there is an opportunity for financial gains if the skylights are either covered, or replaced with solar panels. Goodwin verified the penal fines, tax revenue, room rentals, and inflation have all increased in ways that benefit this budget. Township revenue continues to increase, tax tribunal revenue has increased. The Development Fund has helped offset expenses. Williams asked for clarification on how the cost of Digital Services is determined. Salminen explained how the use checkouts accumulate charges on a charge per use basis. Goodwin verified this is hard to predict, but Ingmire verified the library can limit how many Kanopy and Hoopla checkouts can happen per patron. **The motion is approved 4-0.**

- e) **Superiorland Library Cooperative Board Member Vote** – The Superiorland board bylaws were updated in June 2023. This update changed the process for member library representation on the Superiorland Board of Directors. The cooperative has shifted to a system in which member library boards can nominate their Superiorland board representatives to stand for election to the Superiorland Board of Directors. On a motion by Nelson and seconded by Williams, **The Board of Trustees of the Peter White Library moves to elect Anne Donohue, Eyre Becker, and Brad Winnicki to the Superiorland Library Cooperative Board for group #2.** Nelson asked if there are specific qualifications to serve on the SLC Board, Donohue explained that they only need to be affiliated with their library as a staff member, Board member, or patron. Williams asked how the candidates were selected, Donohue nominated Eyre and Brad because she is familiar with their work. Nelson asked how we obtained background information on each candidate, Ingmire explained it is the first year for this process; the information was sent out by Dillon Geshel. Schmunk presented the Resolution for Electing Candidates to the Superiorland Cooperative Board of Directors. **The motion is approved 4-0.**

- a) **Policy Approval-MGT – 10 Investment Policy** – This policy was drafted by the board finance committee which is a standing committee of the Library Board of Trustees. On a motion by Schmunk and seconded by Nelson, **The Board of Trustees of the Peter White Library moves to adopt the MGT – 10 Investment Operations Policy as presented. The motion is approved 4-0.**

b) **Policy First Reading**

a. **CIRC – 2 Library of Things**

b. **CIRC – 3 Collection Use Policy**

-The updates to these policies reflect the need to streamline the Library of Things from a cataloging perspective as well as for the work of our Circulation staff who are handing patron checkouts, returns, and questions. The adjusted fee schedule is addressed by changes to the Collection Use Policy. It was determined that the terms of when the lending agreement must be signed should be clarified, as well as the pre-determined costs should the item be damaged or be lost. **First Reading(s). No Action(s) Necessary.**

**Other Business:**

- a) **By-Laws Committee Update:** To further adhere to Roberts Rules of Order, the Committee initiated changes to the order in which Board meeting motions are presented. The number of public comment periods was also discussed. The terms of

standing committees will need to be clarified. The committee hopes to present revisions of the by-laws for a first reading at the September meeting of the PWPL Board of Trustees.

**Board Member Comment:**

- a) Trustee Manual – 2021 Edition, Chapter 11 Review: Friends of the Library [https://www.michigan.gov/documents/libraryofmichigan/LM\\_TrusteeManual\\_2020\\_703765\\_7.pdf](https://www.michigan.gov/documents/libraryofmichigan/LM_TrusteeManual_2020_703765_7.pdf). The next Friends of the Library meeting is Thursday, August 10<sup>th</sup> at 11:00AM. Steltenpohl shared there has been over \$3800.00 in sales from the Friends store alone in July; there has been over \$26,000.00 in the store alone since October 2022 (figure does not include annual book sales).

**Standing Reports:** In correspondence, there was a thank you note to Youth Services, as well as thank you notes from the Beautification Committee, and someone visiting from out of state who used a meeting room. Nelson asked MacDonald about Copyright Agreement for the Mining Journal Digitization Project, which will be needed by January 2024 as 1977 begins the upload process. The Mining Journal has sent this request to corporate. Ingmire commented on the high attendance of our programming so far this year.

**Adjournment:** Williams made motion to adjourn, seconded by Nelson. The motion was approved 4-0. The meeting adjourned at 6:43PM.

Respectfully submitted,

Steve Schmunk  
Secretary



Upcoming meetings:

September 26, 2023

Upcoming TAC meeting:

TBD