

**Board of Trustees of the Peter White Public Library
Regular Board Meeting
Minutes
Tuesday, September 26, 2023**

A regular meeting of the Board of Trustees of the Peter White Public Library was held on Tuesday, **September 26, 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.

TAC Representatives Present: Tom Bronken, Marquette Township; Peggy Jensen, West Branch Township (online)

Others present: One member of the public in person.

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

The Minutes of the August 8, 2023 Board Meeting were approved on a motion by Steinhaus and seconded by Schmunk. The motion is approved 4-0, with one abstention. The minutes of the September 13, 2023 Joint TAC meeting were approved on a motion by Steinhaus and seconded by Nelson. The motion is approved 3-0, with two abstentions.

Special Presentation – Sarah Rehborg, Youth Services Department Head.

Rehborg gave a presentation on the functions of the Youth Services Department, and duties of the staff within, including community outreach, collection development, programs, newsletters, and circulation. Nelson asked for more detail on the Teen Cooking program, which is sponsored by the Community Foundation.

Public Comment: David Boyd. Boyd complimented PWPL on the new front doors that were recently installed. He expressed concern about an individual who appeared to be drunk sleeping on the second floor. He expressed concern about the chalk drawings that had been made on the front steps, and suggested that an officer from public safety inspect this. He would like information on the first floor displaying Board of Trustees, staff members, and their contact information. He suggested that we have our local authors more prominently displayed. He commented about height of postings in the entryway, suggesting PWPL make them more readable for wheelchair-bound folks or children. He suggested that we change the flow of traffic from west to east in the parking lot, for winter. Steinhaus inquired about the source of the chalk drawings; Steltenpohl clarified it was from a Youth program, Art Sparks, held at the library. Steinhaus asked for clarification about the purpose of moving the flow of traffic in the lot, and changing the book drop location. Boyd clarified this would enable the passenger side of vehicles to be facing the entry of the library during the bad weather.

TAC Report: Tom Bronken, Marquette Township.

The investigation of service lines continues, so far no lead has been found. Construction updates were given: a daycare center is being built on Commerce Drive. Rental cabins are being built on Grove Street. A credit union is being built on US-41. Construction on Panera and Texas Roadhouse are set to be completed before winter. Development between Forestville Road and Dead River is still possible, though the intersection is an issue; a traffic circle is being considered. A middle income housing development will be built, across from Lost Creek. A development broker from Green Bay toured looking for business opportunities—some possibilities include Chipotle, Costco, Sam's, or Aldi. The limits of residential solar permits were loosened so more residents can utilize solar energy. The tennis courts at Lions Field are being resurfaced, and lines will be added for pickleball. The softball field is to be leveled out, new seed and soil will be added. Marquette recently won a UP wide competition for Best Drinking Water, which advanced them to regionals which they also won for the state of Michigan; the water will be sent on to nationals next.

Financial Reports – including Approval of the Bills: Goodwin addressed questions and comments related to the bills and financial reports. A motion was brought by Schmunk and seconded by Steinhaus to approve the bills for August 2023, in the amount of \$164,799.84. The motion is approved 5-0.

Public Comment: None

Board Action Items:

- a) **PWPL Operating Budget FY22/23 Year end transfers.** Year-end transfers provide the final opportunity to shift revenues and expenses before the end of the fiscal year. Year-end budget considerations include Endowment funds, library generated revenue related to fees and services is up, vending revenue and expenses, and healthcare costs. The final budget is balanced without use of any library savings funds. On a motion by Schmunk and seconded by Steinhaus, **The Board of Trustees of the Peter White Library moves to adopt the Fiscal Year 23/24 year-end transfers as presented.** Schmunk asked for clarification on the interest on funds; Goodwin clarified that in this context, this type interest functions differently than the standard definition, in that it reflects changes in the account. Steinhaus asked for clarification on Township disbursements and reconciliation, Goodwin explained these are difficult to accurately capture using our system because our Budget Year differs from that of the Townships. Williams inquired why the healthcare costs appear to be so drastically over budget, Goodwin explained that to some extent we only have to information provided to us from the City of Marquette, as they manage the benefits; also, there are differences in the way that costs are estimated by our new insurance entity, The Pool, vs. the process of 44North. **The motion is approved 5-0.**
- b) **2024 Board Meeting Schedule** - Historically the Library Board of Trustees has adopted the upcoming year board meeting schedule at the October meeting. However, an increase in public room usage along programming schedules results in the need to approve this item earlier in the year. Generally, the Board of Trustees will meet on the third Tuesday of the month, with a few exceptions. On a motion by Nelson and seconded by Williams, **The Board of Trustees of the Peter White Library moves to Adopt the 2024 Library Board of Trustees meeting schedule as presented. The motion is approved 5-0.**

- c) **2024 Holiday and Closings Schedule**- Historically the Library Board of Trustees have adopted the upcoming year holiday and closing schedule at the October meeting. However, an increase in public room usage along programming schedules results in the need to approve this item earlier in the year. This schedule is divided into holidays contained in the AFSCME membership contract as well as two additional closing requests. The additional closings include the donor party and a staff development day. On a motion by Steinhaus and seconded by Nelson, **The Board of Trustees of the Peter White Library moves to adopt the 2024 Library Holiday and Closing schedule as presented. The motion is approved 5-0.**
- d) **Board By-laws Committee Report** - Library Board of Trustees President Anne Donohue created a committee to review the PWPL Board of Trustees by-laws. There were many issues that were called out for review including: number of public comment periods and requirements for making public comment, the relationship between Roberts Rules of Order and the by-laws, who signs minutes if the secretary is not able to attend a meeting and defining the standing committees involving board members. There is some clean up and formatting that needs to take place. There was general discussion regarding membership and number of trustees on both the finance and investment committees. Nelson volunteered to be the second trustee on the finance committee (joining Schmunk who is already on this committee). Schmunk and Nelson will sort out which of them will serve on the investment committee. **First Reading(s). No Action(s) Necessary.**

e) Policy Approval

CIRC – 2 Library of Things - CIRC 2 – Library of Things policy generated a few questions from the Board of Trustees at the last meeting. 1) Do patrons complete a Lending Agreement for all Library of Things checkouts? Yes, even inexpensive items. 2) When is the replacement cost relayed to the patron? Upon checkout. A Lending Agreement was put into place so staff can verify that patrons understand these costs upon checkout. 3) Are replacement costs listed in each bag/case for Library of Things items? Not currently. On a motion by Nelson and seconded by Steinhaus, **The Board of Trustees of the Peter White Library moves to approve CIRC -2 Library of Things as presented.** Schmunk asked if we'd need to revisit each policy where costs are currently mentioned, once the new fee schedule is developed. Ingmire confirmed that we would need to. **The motion is approved 5-0.**

Other Business: None

Board Member Comment:

- a) Trustee Manual – 2021 Edition, Chapter 12 Review
https://www.michigan.gov/documents/libraryofmichigan/LM_TrusteeManual_2020_703765_7.pdf. Continuing Education, Resources and Support. Williams asked what kind of barriers PWPL staff may encounter when they seek out training, and how often they do seek out continuing education. Ingmire said that travel and therefore cost can be prohibitive, but virtual options are offered to staff when they come up. Rehborg and Salminen did express that finding desk coverage can be an issue in their respective departments, when it comes to staff being able to attend training.
- b) Library Director Annual Evaluation and Goalsetting. The personnel committee met before the meeting to discuss how frequently it is necessary for a library director to be evaluated. Steinhaus and Schmunk discussed the language in Article 5, Section 2, in regard to how the changes would affect evaluation of new library directors, it was decided that “unless otherwise deemed necessary” provides instruction for that situation.

Standing Reports:

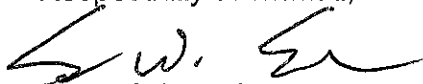
In correspondence, PWPL Admin recently received an email from an entity who had rented a room, complimenting staff on their quality of service, and the conditions of the rooms.

The recent Friends Booksale, in September, made over \$7000; funds raised by the Friends are approaching \$50,000 this fiscal year. The next Friends of the Library meeting is November 9th at noon. The first checks from the endowment fund have been written to the library; the endowment fund totals are approaching one million.

MacDonald was able to sell the previous soda machine, which was owned by the library, using the Public Surplus auction through the City of Marquette, and spoke about how this program works. Schmunk asked for updates on copyright agreement for Mining Journal Digitization project, MacDonald plans to attend a meeting to address this issue as the copyright has still not been approved.

Adjournment: Steinhaus made motion to adjourn, seconded by Nelson. The motion was approved 5-0. The meeting adjourned at 6:35 PM.

Respectfully submitted,



Steve Schmunk
Secretary,

Upcoming meetings: October 24, 2023
Upcoming TAC meeting: January 10, 2024