

**Board of Trustees of the Peter White Public Library  
Regular Board Meeting  
Minutes  
Tuesday, October 24, 2023**

A regular meeting of the Board of Trustees of the Peter White Public Library was held on Tuesday, **October 24, 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: 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; Melissa Alan, Circulation Department Head; Stephanie Garn, Technical Services Department Head; Ben Sargent, Technical Services Assistant; Andrea Marsh, Communications Coordinator.

**TAC Representatives Present:** Tom Bronken, Marquette Township; Peggy Jensen, West Branch Township.

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

**The Agenda** was approved as amended by Steinhaus and seconded by Williams. The motion is approved 4-0.

**The Minutes** of the September 26, 2023 Board Meeting were approved (as amended?) on a motion by Steinhaus and seconded by Williams. The motion is approved 4-0. Steinhaus opened a discussion on how Board Members respond to public comment, inquiring as to whether or not our current procedure for replying is sufficient for patrons to feel their comments are being heard. Ingmire, Donohue, and Schmunk discussed a multiple options for streamlining introduction of the public comment portions of the meeting, such as including a reminder that while comments are not discussed during the meeting, they are appreciated and taken under advisement.

**Special Presentation – Stephanie Garn, Technical Services Department Head; Melissa Alan, Circulation Department Head; Andrea Marsh, Communications Coordinator.** As members of the Rebranding Committee, Garn, Alan, and Marsh gave an update on the development of the new logo; the goal is to present an image that is simple, straightforward, and meaningful. The committee worked with Bennett Media Group, who toured Peter White noting the stained glass windows in the building, leading to a the launch point for the design. The Friends of the Library will also be getting a logo update. The committee presented some examples of locations where the logo will be incorporated. Steinhaus asked if the library would be explaining the meaning of the new logo to patrons, in some format. The committee will be piecing together literature and a press release for rolling out the new logo. Steltenpohl shared that this rebranding process was made possible through a private donation. Ingmire shared that there will be a page on the website covering the changes and improvements as well. Donohue asked if we had a target date for the website update, Marsh said that we are hoping for end of November or early December, at least by 2024, as the website templates are being restructured and ADA compliant.

Garn gave a presentation on the on the Technical Services Department. This department oversees cataloging, mending (gluing, taping, cleaning of disc), ILL (interlibrary loan) and materials processing, RIDES (Regional Interlibrary Delivery System). Schmunk asked who oversees the RIDES program. Ingmire clarified that both the Midwest Collaborative for Library Services, and contracting of delivery vehicles is involved. Garn explained how sizeable shipments of heavy books arrive, via a delivery chute that is built in to the loading area. Garn presented Technical Services staff. Multiple staff members from other departments, and one retired staff member, volunteer their time to help with mending as well. Garn also discussed her role in the process of Strategic Planning, which includes: collection auditing, customer service standards, and marketing/website updates. Fiscal Year Statistics for her department were presented. Steinhaus asked for clarification on the number of items discarded. Garn clarified these numbers depend on Adult Services and Youth withdrawing (due to damage) and weeding, as well as magazines. She summarized that the ultimate goal of the department is to make materials accessible to patrons. Schmunk asked for the training timelines with the turnover in that department, Garn said there were short overlap periods with previous employees, and things are going well in their department.

**TAC Report: Peggy Jensen, West Branch Township.**

Jensen stated that while this season has been quiet in West Branch, there have been fundraisers, and time to address transfer facility issues. Upcoming this fall, a school levy is on the ballot for Gwinn schools, with voting taking place November 2<sup>nd</sup>.

**Financial Reports – including Approval of the Bills:** Goodwin addressed questions and comments related to the bills and financial reports. She continues to work with the City on getting final numbers for the 2022-23 Fiscal Year, with a deadline of Oct 31<sup>st</sup>. The next step will be working with the auditor to prepare the year-end financial report. A motion was brought by Schmunk and seconded by Steinhaus to approve the bills for September 2023, in the amount of \$239,013.37. The motion is approved 4-0.

**Public Comment:** None

**Board Action Items:**

1.) Policy Approval

**a. GOV – 6 By-Laws of the PWPL Board of Trustees** –PWPL Board of Trustees by-laws committee: Carol Steinhaus, Lori Nelson, and Andrea Ingmire presented the Library Board of Trustees with updated by-laws at the September meeting. These by-laws revisions were reviewed and discussed. Some modifications were suggested, and those modifications are included in this revised draft. Changes from the last version of this policy include: Article V. Section 2. The wording, ‘such as in the case of a new Library Director’ was added to the wording regarding the frequency of Library Director evaluations. On a motion by Steinhaus and seconded by Schmunk. **The Board of Trustees of the Peter White Library moves to approve the GOV – 6 By-Laws of the PWPL Board of Trustees as revised, effective October 24, 2023.** Donohue opened the opportunity for discussion and verified the Board was satisfied with the changes. **The motion is approved 4-0.**

**Other Business:**

**Board Member Comment:**

- a) **Trustee Manual:** Review of Chapter 13, 2021 Edition. Ingmire commented that the amount of establishment types described in this chapter, is unique to the State of Michigan; in other states establishment types are limited to City, Village, and Township.
- b) Schmunk asked if more information was available regarding the announcement that City of Marquette office of Arts and Culture(MACC) was successful in their grant submissions. The result being MACC will eventually move into the former LSCP building on Front Street. Ingmire stated that the current contract with MACC ends on September 30, 2025. There is time to move through this change strategically and with community input. No decisions have been made yet. Board members were encouraged to participate in these discussions.

**Standing Reports:**

- Multiple notes of gratitude for library services were shared in Correspondence.
- Steltenpohl shared that The Friends of the Library raised \$50,000 in funds for the 2022-23 Fiscal year, compared to having raised \$42,000 the previous year.

**Adjournment:** Steinhaus made motion to adjourn, seconded by Williams. The motion was approved 4-0. The meeting adjourned at 5:58PM.

Respectfully submitted,

Steve Schmunk  
Secretary

Upcoming meetings: November 28, 2023  
Upcoming TAC meeting: January 10, 2023