

**Board of Trustees of the Peter White Public Library
Regular Board Meeting
Minutes
Tuesday, February 21, 2023**

A regular meeting of the Board of Trustees of the Peter White Public Library was held on Tuesday, February 21, 2023 in the George Shiras III Room of the Peter White Public Library. The meeting was called to order by President Anne Donohue at 5:03 PM.

Members Present: Anne Donohue, President; Steve Schmunk, Secretary; Carol Steinhaus, Member; Lori Nelson, Member.

Members Absent: Suzanne Williams, Member.

Library Staff Present: Andrea Ingmire, Library Director, Heather Steltenpohl, Development Director; Sarah Rehborg, Youth Services Department Head;

TAC Representatives Present: Tom Bronken, Marquette Township

Others present (online): Anna Sanford, Skandia Township; Natasha Lantz, West Branch Township; Peggy Jensen, West Branch Township

The Agenda was approved on a motion by Steinhaus and seconded by Nelson. Donohue noted that the Special Presentation was cancelled. The motion is approved 4-0.

The Minutes of the January 17, 2023 Board Meeting were approved on a motion by Schmunk and seconded by Nelson. The motion is approved 3-0 with Steinhaus abstaining.

Special Presentation – None.

TAC Report: Tom Bronken of Marquette Township delivered a report on the recent activities in the Township. Bronken inquired about the microscopes in the Library of Things on behalf of a resident.

Financial Reports – including Approval of the Bills: Ingmire reviewed the financial reports in place of Finance Director Goodwin (absent). A motion was brought by Nelson and seconded by Steinhaus to approve the bills for January 2023 in the amount of \$160,139.19. The motion is approved 4-0.

Public Comment: Steltenpohl noted that Lantz stated in the zoom chat that the video view is good.

Board Action Items:

- a) **LIB – 6 Memory Lab Policy- Second Reading.** No further discussion. On a motion by Steinhaus and seconded by Schmunk, the Board of Trustees of the Peter White Public Library move to approve the updated policy, LIB – 6 Memory Lab Policy. This amendment allows all visitors of the Peter White Public Library to utilize the Memory Lab equipment. **The motion is approved 4-0**

- b) **LIB – 2.2 Drug, Alcohol, and Tobacco Free Property** – Ingmire reviewed proposed changes to the policy. This policy bans drug, alcohol, and tobacco use anywhere on PWPL property including the building, parking lot and grounds. On a motion by Steinhaus and seconded by Nelson the Board of Trustees of the Peter White Public Library move to approve the LIB – 2.2 Drug, Alcohol, and Tobacco Free Property Policy. **The motion is approved 4-0** Schmunk moved and Steinhaus supported banning the filling of smoking equipment with tobacco on PWPL property. **The motion is approved 4-0.**
- c) **LIB – 2 Code of Conduct** – Ingmire reviewed proposed minor changes in the Code of Conduct to reflect policy changes. On a motion by Nelson and seconded Steinhaus the Board of Trustees of the Peter White Public Library move to approve the LIB – 2 Code of Conduct revision. **The motion is approved 4-0**

Other Business:

- a) **Strategic Planning** – Ingmire provided an update on the Strategic Planning process.

Board Member Comment:

- a) **Friends of PWPL March Book Sale** – The Friends will hold their sale March 16-18, 2023. Volunteers are needed for set up, sale work and take down.
- b) **Trustee Manual:** Review of Chapter 6 -- Budget.
- c) **2022 Financial Audit** – Ingmire provided an update on the audit process. She will request the auditor to present the final audit to the Board of Trustees for a brief review.

Standing Reports:

Standing Reports were reviewed. Ingmire provided an update on staffing changes and new hires. Schmunk noted Steltenpohl’s fundraising progress for PWPL.

Adjournment: Steinhaus made motion to adjourn, seconded by Nelson. The motion was approved 4-0. The meeting adjourned at 5:45 pm.

Respectfully submitted,

Steve Schmunk
Secretary

Upcoming meetings: March 21, 2023
Upcoming TAC meeting: March 1, 2023