

**Board of Trustees of the Peter White Public Library  
Regular Board Meeting  
Minutes  
January 26, 2021**

A regular meeting of the Board of Trustees of the Peter White Public Library was held on Tuesday, January 26, 2021, via Zoom Video. The Meeting was called to order by President Anne Donohue at 5:01 pm.

**Members Present:** Anne Donohue, Patrick Myron, Andrew Dalian, Carol Steinhaus

**Library Staff Present:** Andrea Ingmire, Library Director; Bruce MacDonald, Assistant Director/IT Head; Rick Orr, Finance Director; Heather Steltenpohl, Development Director; Samantha Ashby, Adult Services Department Head; Amy Salminen, Circulation Department Head; Sarah Rehborg, Youth Services Department Head; Brett Hubbard, Administrative Assistant

**Donohue informed** the Board that John Mallo resigned from the Board of Trustees after the December 15, 2020 meeting. The City Commission has received one application for his seat. They will have the appointment on the agenda of their February 8 meeting. Donohue mentioned that Dalian's appointment expires on May 1, 2021 so there may be another opportunity for people interested in serving on the Board at that time.

**The Agenda** was approved as presented on a motion by Dalian. The motion was seconded by Steinhaus and carries 4-0.

**The Minutes** of the November 17, 2020 Board Meeting were approved, with the correction of Myron's title to Secretary, on a motion by Steinhaus with support from Myron. Motion carries 3-0 with Dalian abstaining as he was excused from the November meeting.

**The Minutes** of the December 15, 2020 Board Meeting were approved as presented on a motion by Dalian with support from Myron. With Steinhaus abstaining as she was excused from the December meeting, the motion passes 3-0.

**Special Presentation** – None

**Public Comment** – None

**TAC Report**

Jan Raskin, Chocolay Township – Raskin reported she was pleased to see the relatively high numbers of registered users and checkouts by Chocolay Township residents. She mentioned that several friends have contacted her to say how happy they are with the PWPL's curbside delivery service and how wonderful and helpful the staff are.

**Financial Reports and Approval of Bills:** Orr presented the financial reports and bills for December 2020 and addressed related questions and comments. Motion by Myron to approve the bills with support from Dalian. Motion carries 4-0.

**Board Action Items**

- A. **Remote Work Policy – Exhibit B (GOV-10)** – On a motion by Steinhaus and with support from Myron, the **Board of Trustees of the Peter White Public Library moves to approve the Remote Work Policy as presented. This policy becomes effective on January 26, 2021.** The motion passes 4-0.
- B. **Library Establishment and Authority Policy (GOV-1)** – First reading; no action necessary.
- C. **Philosophical Principles Policy (GOV-3)** – First reading; no action necessary.
- D. **Holiday Observances (GOV-5)** – First reading; no action necessary.
- E. **Board Member Conflict of Interest Policy (GOV-7)** – First reading; no action necessary.

**Public Comment – None**

**Old Business**

a. **Survey Update**

Ingmire stated that the survey has gone out to the public and 198 responses have been received so far. She is hoping for approximately 500 responses when the survey period ends on February 28. The Open Hours question continues to be difficult as it as a topic people have strong feelings about. Also, many respondents have asked about art displays returning to the Library's galleries. Many respondents have also expressed interest in virtual programming continuing. Good data from the survey should be available by the March Board Meeting. Dalian inquired if the survey has been sent directly to all PWPL donors. Ingmire and Steltenpohl will ensure that is the case.

**New Business/Board Member Comment**

a. **Board Member Comment – Survey**

Dalian reported that the survey feedback he's heard is praise for curbside delivery, take-home kits and virtual programming.

**Standing Reports**

Staff addressed questions and comments related to standing reports.

Motion by Myron to adjourn. Seconded by Dalian and carries 4-0. Meeting adjourned at 6:23 pm.

Respectfully Submitted,



Patrick Myron  
Secretary