

**Board of Trustees of the Peter White Public Library  
Regular Board Meeting  
Minutes  
November 16, 2021**

A regular meeting of the Board of Trustees of the Peter White Public Library was held on Tuesday, November 16, 2021 in the George Shiras III Room. The meeting was called to order by President Anne Donohue at 5:01pm.

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

**Library Staff Present:** Andrea Ingmire, Library Director; Bruce MacDonald, Assistant Director/IT Head; Heather Steltenpohl, Development Director; Jamie Goodwin, Finance Director; Samantha Ashby, Adult Services Department Head; Ann Richmond Garrett, Administrative Assistant.

**TAC Representatives Present:** Beth Linna, Skandia Township.

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

**The Minutes** of the October 19, 2021 Board Meeting were approved on a motion by Myron and seconded by Nelson. The motion is approved 3-0 with 2 abstentions.

**Special Presentation:** Marty Achatz, Programming Coordinator: Rescheduled for January.

**Public Comment:** No comment was given at this time.

**TAC Report:** Beth Linna, Skandia Township

Linna reported that the weekly Skandia farmer's market this past summer was a success. The Planning Commission for the Township is reviewing and updating their master plan.

**Financial Reports and Approval of Bills:** Goodwin addressed questions and comments related to the bills and financial reports. Utilities paid in October were storm water only; all other utilities were paid by 9/30/21 to comply with audit requirements. There was a decrease in the cost of both power and gas bills compared to last year at this time. The water bill saw a slight increase, due to the sprinkler system now working correctly. There was an increase in total bills paid to some insurance premiums being due. Notary activity has picked up. Raymond James bounced back. A motion was brought by Steinhaus and seconded by Schmunk to approve the bills for October 2021 in the amount of \$204,962.72. The motion is approved 5-0.

**Board Action Items:**

- A. **Holiday Closings, 2022:** No action necessary at this time; approval postponed until January meeting.
- B. **PRG – 3 Art Exhibit Policy (Approval):** Amended with wording to maintain that library has the right to remove pieces and exhibits. On a motion by Steinhaus and seconded by Nelson, **the Board of the Peter White Public Library moves to approve the PRG – 3 Art Exhibit Policy.** The motion is approved 5-0.
- C. **INFO – 1 Material Selection Policy (Approval):** Board discussed at length censorship issues in public libraries, and addressed circulation of misinformation in regard to collections or materials being removed from PWPL. On a motion by Schmunk and seconded by Steinhaus, **the Board of the Peter White Public Library moves to approve the INFO – 1 Material Selection Policy.** The motion is approved 5-0.
- D. On a motion by Myron and seconded by Nelson, **the Board of the Peter White Public Library moves to approve the INFO – 1.1 Request for Reconsideration of Library Materials.** The motion is approved 5-0.

**Public Comment:** No comment was given at this time.

**Old Business:**

- A. **Strategic Planning:** The current plan expires at the end of the current fiscal year. As we start the planning process, the Library Board of Trustees discussed creating a diverse committee to review the following: budget, in house vs. outside consulting, community engagement, year the plan will cover, and timing of planning process. Schmunk and Donohue volunteered to be on the strategic plan committee. Ingmire will seek out TAC participants at the December 2021 meeting.
- B. **Trustee Manual:** The Library Board of Trustees discussed importance of having strong policies to protect public's right to information, and intellectual freedom.
- C. **Collection Development:** The Library Board of Trustees discussed instances in which time, manner, and space restrictions are relevant to building use and access.

**New Business/Board Member Comment:** None at this time.

**Standing Reports:**

Ingmire presented Staff Development Day recap. The Friends of the Library were presented with a letter of appreciation from the Board. SOD duties and First Amendment audits were discussed.

Steinhaus made motion to adjourn, seconded by Myron. The meeting adjourned at 5:55pm.

Respectfully submitted,



Patrick Myron  
Secretary