

**Board of Trustees of the Peter White Public Library
Regular Board Meeting
Minutes
December 15, 2020**

A regular meeting of the Board of Trustees of the Peter White Public Library was held on Tuesday, December 15, 2020, via Zoom Video. The Meeting was called to order by President Anne Donohue at 5:02 pm.

Members Present: Anne Donohue, John Mallo, Patrick Myron, Andrew Dalian

Members Excused: 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

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

The Minutes of the October 20, 2020 Board Meeting were approved as presented on a motion by Dalian with support from Mallo. Motion carries 3-0 with Myron abstaining as he was excused from the October meeting.

The Approval of the November 17, 2020 Board Meeting Minutes is tabled until January's Board meeting. Donohue and Myron reported that the minutes are accurate.

Special Presentation – Amy Salminen, Circulation Department Head

Salminen was the Tech Services Department Head at the PWPL before becoming the Director of the West Bend Public Library in Wisconsin. She started in her current position in October 2020. Salminen reported curbside material pickup appointments are going well, as well as curbside printing, faxing and library card appointments. Salminen is working on a training manual for all Circulation procedures. She and Ingmire are working on Circulation policies. One change Salminen would like to see in the Circulation Department would be for all financial transactions to run through the ILS (Integrated Library System) instead of having a separate financial spreadsheet for retail sales.

Public Comment – None

TAC Report

Suzanne Standerford, Sands Township – Standerford reported approval by the planning commission of a marijuana provisioning center on the corner of Hwy 480 and 553. The new township transfer station is up and running for residents to bring their recycling to. A proposed

solar farm project is being voted on by the township commission, which could bring some jobs and tax revenue to the township.

Financial Reports and Approval of Bills: Orr presented the financial reports and bills for November 2020 in the amount of \$115,969.66 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** – Tabled until January 2021.
- B. **Authorized Signers** – On a motion by Myron and with support from Dalian, the **Board of Trustees of the Peter White Public Library** authorizes the above authorized signers for the specified functions necessary to manage the Peter White Public Library. The motion carries 4-0.
- C. **Study Room Policy** – On a motion by Dalian, the **Board of Trustees of the Peter White Public Library** moves to adopt the revised **Study Room Policy** as presented. This policy will be effective on **12/15/2020**. Motion is seconded by Mallo and carries 4-0.
- D. **Local History Collection Development Policy** – On a motion by Mallo, **The Board of Trustees of the Peter White Public Library** moves to adopt the **Collection Development – Local History Research Room Policy** as revised. This policy will be effective on **12/15/2020**. The motion is seconded by Dalian and passes 4-0.
- E. **Victoria Wolf Recording Booth Policy** – On a motion by Myron and seconded by Mallo, the **Board of Trustees of the Peter White Public Library** moves to adopt the **Victoria Wolf Recording Booth Policy** as revised. This policy will be effective on **12/15/2020**. The motion carries 4-0.

Public Comment – None

Old Business

- a. **Strategic Planning**
Ingmire expressed interest in obtaining input from townships to find out what library services they are most interested in by putting surveys in township newsletters. She will contact the townships to determine if this is possible.

New Business/Board Member Comment

- a. **Board Member Comment - Friends**
Mallo expressed interest in developing a formal arrangement for all Board of Trustees members to attend Friends of the PWPL meetings. Discussion ensued. It was determined that, instead of a formal requirement, Margi Licht-Mallo, the President of the Friends, will email the Board members the meeting agenda and Zoom link to serve as a meeting reminder and invitation. Steltenpohl, who serves as the Friends Treasurer and Liaison to the Library, reiterated that Board members are always welcome to attend Friends meetings and that she will continue to share Friends news and upcoming meeting information at Board meetings.
- b. **Board Member Comment – January Board Meeting, time change**

Due to a conflict with the January Board meeting, Donohue asked the members to consider a time change or to move the meeting up or back one week. After discussion, it was decided to change the meeting to January 26 at 5:00 pm.

Standing Reports

Staff addressed questions and comments related to standing reports.

Motion by Dalian to adjourn. Seconded by Myron and carries 4-0. Meeting adjourned at 6:38 pm.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Patrick Myron", written in a cursive style.

Patrick Myron
Secretary