

**Board of Trustees of the Peter White Public Library  
Regular Board Meeting  
Minutes  
January 17, 2023**

A regular meeting of the Board of Trustees of the Peter White Public Library was held on Tuesday January 17, 2023 in the George Shiras III Room of the Peter White Public Library. The meeting was called to order by President Anne Donohue at 5:05 PM.

**Members Present:** Anne Donohue, President; Steve Schmunk, Secretary; Suzanne Williams, Member; Lori Nelson, Member.

Members Excused: Carol Steinhaus, Member

**Library Staff Present:** Andrea Ingmire, Library Director; Bruce MacDonald, Assistant Director/IT Head; Heather Steltenpohl, Development Director; Jamie Goodwin, Finance Director; Sarah Rehborg, Youth Services Department Head; Stephanie Garn, Cataloging and Acquisitions Department Head; Lynette Suckow, Adult Services Assistant

**TAC Representatives Present:** Tom Bronken, Marquette Township

**Others present (online):** Suzanne Standerford, Sands Township; Anna Sanford, Skandia Township; Peggy Jensen, West Branch Township

**The Agenda** was approved as presented on a motion by Williams and support by Nelson. The motion is approved 3-0.

Schmunk arrived at 5:07 p.m.

**The Minutes** of the November 15, 2022 Board Meeting were approved on a motion by Williams and seconded by Nelson. The motion is approved 4-0

**Special Presentations** – Amanda Standerfer, Fast Forward Libraries – Standerfer presented the proposed 2023 – 2025 PWPL Strategic Plan and answered questions.

Eric Froberg, Raymond James – Froberg reviewed the Carroll Paul Memorial Trust Fund and the General Trust Fund Investment Policies and performance.

**TAC Report:** Suzanne Standerford of Sands Township reviewed current events in the Township.

**Financial Reports – Approval of the Bills:** Goodwin addressed questions and comments related to the bills and financial reports. She reported the Finance Committee met in December. She will be working on budget adjustments for the February or March meeting. Natural gas bills have doubled since last year but electric bills are still comparable. A motion was brought by Schmunk and supported by Nelson to approve the bills for November 2022 in the amount of \$149,453.64 and December 2022 in the amount of \$229,894.93. The motion is approved 4-0.

**Public Comment:** None

## Board Action Items:

- a) **LIB – 6 Memory Lab Policy**- First Reading. Ingmire reviewed changes to the Memory Lab policy, particularly the change removing the library cardholder requirement. No action required at this time.
- b) **Authorized Signer Listing** – Due to staffing changes, the PWPL authorized signers for operational and financial documents must be updated to reflect Stephanie Garn being added to the listing in place of Ellen Moore. On a motion by Nelson and seconded by Schmunk, the Board of Trustees of the Peter White Public Library authorizes the authorized signers as presented for the specified functions necessary to manage the Peter White Public Library. **The motion is approved 4-0**
- c) **Michigan Minimum Wage** – Ingmire reviewed potential Michigan Minimum Wage increases and reviewed the PWPL Personnel Committee’s recommendation. No action is required at this time.
- d) **Paid sick leave – Library Pages** – Ingmire reviewed the opinion and recommendation from legal counsel regarding the Earned Sick Time Act (ESTA). On a motion Nelson and seconded by Schmunk, the Board of Trustees of the Peter White Public Library move to offer Sick leave under the guidelines of the Earned Sick Time Act at a rate of 1 hour for every 30 hours worked. This leave will become active on February 13, 2023, as that is the start of the payroll period in which this Act may go into effect. **The motion is approved 4-0**
- e) **Pandemic Policies** – First reading. Ingmire reviewed the recommendation of PWPL staff regarding the Pandemic Leave Policy. It is recommend that the pandemic leave policy end effective April 30, 2023. No action is required at this time.
- f) **Strategic Plan 2023-2025** – The 2023-2025 PWPL Strategic Plan presented earlier in the meeting by Standerfer was discussed. On a motion by Schmunk and seconded by Williams, the Board of Trustees of the Peter White Public Library move to approve the Strategic Plan documents for 2023-2025. **The motion is approved 4-0**

## Other Business:

- a) **State Aid Report** – Ingmire reported that she is in the process of completing the annual State of Michigan State Aid Report. It is due February 1, 2023.

## Board Member Comment:

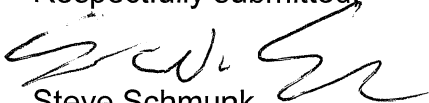
- a) **Annual Audit**–Donohue reviewed changes in the annual audit regarding identifying significant risks in the engagement letter.
- b) **Marquette Arts and Culture Center** - There was discussion regarding the Marquette Arts and Culture Center’s lease terms and potential move to a new facility.
- c) **Trustee Manual:** Review of Chapter 5, 2021 Edition.

## Standing Reports:

Standing reports and correspondence were reviewed. It was noted that over \$218,000 has been raised since October 1, 2022.

**Adjournment:** Nelson made motion to adjourn, seconded by Williams. The motion was approved 4-0. The meeting adjourned at 6:59 PM.

Respectfully submitted,



Steve Schmunk  
Secretary

Upcoming meetings:

February 21, 2023

Upcoming TAC meeting:

March 1, 2023