

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

A regular meeting of the Board of Trustees of the Peter White Public Library was held on Tuesday, March 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 5:01 PM.

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

**Members Absent:** Carol Steinhaus, Member

**Library Staff Present:** Andrea Ingmire, Library Director, Bruce MacDonald, Assistant Director, Heather Steltenpohl, Development Director; Jamie Goodwin, Finance Director

**TAC Representatives Present:** Paul Marin, Marquette Township

**Others present (online):** None.

**The Agenda** was approved on a motion by Schmunk and seconded by Nelson. The motion is approved 4-0.

**The Minutes** of the February 21, 2023 Board Meeting were approved on a motion by Nelson and seconded by Schmunk. The motion is approved 3-0 with Williams abstaining.

**Special Presentation** – None.

**TAC Report:** Paul Marin provided a TAC update. The TAC met last month and Marin reviewed the discussions at their meeting.

**Financial Reports – including Approval of the Bills:** Goodwin reviewed the financial reports and bills. Nelson moved and Williams supported the approval of the February 2023 bills in the amount of \$151,028.59. The motion is approved 4-0.

**Public Comment:** None.

**Board Action Items**

a. **Budget Adjustments.** Goodwin reviewed proposed budget adjustments to balance the operating budget based on actual activity. Schmunk moved and Nelson supported to approve the FY22-23 Budget Adjustments as presented. **The motion is approved 4-0.**

b. **Animal Policy – Rescind.** Ingmire reviewed the current PWPL Animal Policy and reasons to rescind the policy. On a motion by Williams and support by Schmunk,

the Board of Trustees of the Peter White Public Library rescinds the LIB – 1 Animal Policy. **The motion is approved 4-0**

**c. Code of Conduct Updates – First Reading.** Ingmire reviewed proposed Code of Conduct updates. Changes were suggested in the first paragraph. No action—first reading.

**d. Pandemic Policies**

**A. Pandemic Policy**

**B. Pandemic Operating Plan- Exhibit A**

**C. Pandemic Emergency Leave – Exhibit C**

On a motion by Nelson and support by Williams, the Board of Trustees of the Peter White Public Library move to suspend the Pandemic Policy, Pandemic Operating Plan – Exhibit A, and the Pandemic Emergency Leave Policy – Exhibit C effective May 1, 2023. **The motion is approved 4-0**

**e. Emergency Response Policy.** Ingmire reviewed the proposed Emergency Response Policy. Changes were suggested to the first paragraph describing criteria activating the response plan. No action—first reading.

**f. Remote Work Policy** – Ingmire reviewed proposed changes to the Remote Work Policy. No action—first reading

#### **Other Business**

#### **Board Member Comment:**

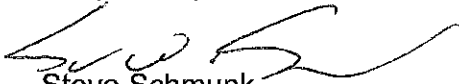
**a. Trustee Manual:** Review of Chapter 7, Advocacy and Public Relations.

#### **Standing Reports:**

Standing Reports were reviewed. Steltenpohl noted the Friends of PWPL raised over \$4,900 at the recent used book sale. The Friends have now raised over \$250,000 since 2010 through used book sales and their store. Ingmire provided an update on the organization committee.

**Adjournment:** Nelson made motion to adjourn, seconded by Williams. The motion was approved 4-0. The meeting adjourned at 6:01 pm.

Respectfully submitted,

  
Steve Schmunk  
Secretary

Upcoming meetings: April 18, 2023  
Upcoming TAC meeting: June 7, 2023