

**Board of Trustees of the Peter White Public Library  
Regular Board Meeting  
Minutes  
June 16, 2020**

A regular meeting of the Board of Trustees of the Peter White Public Library was held on Tuesday, June 16, 2020, via Zoom Video. The Meeting was called to order by President Anne Donohue at 5:02 pm.

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

**Library Staff Present:** Andrea Ingmire, Library Director; Bruce MacDonald, Assistant Director/IT Head; Heather Steltenpohl, Development Director; Rick Orr, Finance Director; Samantha Ashby, Adult Services Department Head; Margaret Boyle, Circulation Department Head; Lynette Suckow, Reference Department; Brett Hubbard, Administrative Assistant

**The Agenda** was approved as amended on a motion by Steinhaus. No election of officers is necessary. The motion was seconded by Dalian. Motion carries 5-0.

**The Minutes** of the May 19, 2020 regular board meeting were approved as presented on a motion by Steinhaus and seconded by Mallo. Motion carries 5-0.

**Special Presentation – Department Head Report**

Ellen Moore, Cataloging and Acquisitions Department Head, gave a presentation on her department and what C & A staff has been working on, including:

- Changing the name of the department to Cataloging and Acquisitions from Technical Services. The main reason for the change was that people thought the old name referred to computer help.
- Figuring out to keep staff safe while working during the pandemic, including how to be socially distant while at work.
- Getting MELCat and PII back up and running.

**Public Comment:** None

**Financial Reports and Approval of Bills:** Orr presented the financial reports and bills for May 2020 in the amount of \$141,247.71 and addressed related questions and comments. Motion by Myron to approve the bills with support from Dalian. Motion carries 5-0.

**Board Action Items**

- A. **PWPL Preparedness and Response Plan – Exhibit B** – On a motion by Myron and with support from Steinhaus, the Board of Trustees of the Peter White Public Library moves to adopt the PWPL Preparedness and Response Plan, Exhibit B of the 2020 Pandemic Reopening Policy as presented. Motion passes 5-0.
- B. **MACC Lease Renewal** – On a recommendation by Steinhaus and with support from Mallo, the Board of Trustees of the Peter White Public Library moves to approve the

proposed MACC lease updates. The new lease would begin October 1, 2020 with the start of FY 20/21. Motion carries 5-0.

- C. **Non-Resident Fee** – The Board discussed changing the non-resident library card fee, which has not been updated since 2012. **No action at this time, for discussion only.**
- D. **West Branch Township – Contract for Library Services** – On a motion by Mallo, the Board of Trustees of the Peter White Public Library moves to send a letter of notice to the West Branch Township Board regarding library service contract and millage. The motion was supported by Dalian and passes 5-0.

**Public Comment** – None

**Old Business**

- a. 2020 Millage Proposals

Ingmire informed the Board that the Library millage proposal will be on the ballot in August for Chocolay, Sands and Skandia Townships, and on the November ballot in Marquette Township.

**New Business/Board Member Comment**

Boyle reported that Curbside Service is going smoothly, and mentioned that patrons are very excited to get materials.

Youth Services staff has been at Cherry Creek and Graveraet to sign people up for the Summer Reading Program. There is very good participation in the program this year, despite changes related to COVID-19.

It was brought to the attention of the Board that the City of Marquette has furloughed fulltime staff one day per week. Furloughed employees are eligible for the Federal COVID-19 relief payments. Orr stated that if the library did this with fulltime employees, savings to the Library would be about \$1,500 per week. However, staff shortages would require a decrease in the services provided to the public. Ingmire advised against furloughing employees at this time. The Board was in agreement.

**Standing Reports**

Staff addressed questions and comments related to Standing Reports.

Motion by Dalian to adjourn. Seconded by Mallo and carries 4-0. Steinhaus was unable to vote due to technical issues. Meeting adjourned at 7:08 pm.

Respectfully Submitted,



Patrick Myron  
Secretary