

**Board of Trustees of the Peter White Public Library**  
**Regular Board Meeting**  
**Minutes**  
**October 19, 2021**

A regular meeting of the Board of Trustees of the Peter White Public Library was held on Tuesday, October 19, 2021 in the George Shiras III Room. The meeting was called to order by President Anne Donohue at 5:04pm.

**Members Present:** Anne Donohue, President; Patrick Myron, Secretary; Lori Nelson, Member; Excused: 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; Stacy Van Vlerah, Administrative Assistant.

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

**The Agenda** was approved as amended on a motion by Myron and seconded by Nelson. The motion is approved 3-0.

**The Minutes** of the September 28, 2021 Board Meeting were approved as amended on a motion by Myron and seconded by Nelson. The motion is approved 3-0.

**Special Presentation:** Heather Steltenpohl, Development Director presented on the history and future of the Development Fund. Established in 1997, it serves as a 501c3 organization separate from the Peter White Public Library as a government entity, that seeks grants for renovations and improvements to aid in the development of the Library. The Development Fund controls both endowment funds and Friends of the Library accounts that currently stand at over \$500,000.

- The ongoing *Mining Journal* digitization project goes through the Development Fund, with \$250,000 provided over 5 years to digitize this important community resource.

The Friends of the Peter White Public Library are a dedicated group of volunteers whose function is to promote a variety of Library resources and services. Their grants to PWPL since 2006 stand at over \$100,000. Contributions to the Library include, but are not limited to:

- Used Book Store - \$30,000 in sales last year
- Maintaining PWPL gardens (including raising \$7 to \$10,000 annually)
- Summer Reading
- Contributions to Adult, Youth, and Teen programs/materials
- *Book Page* magazine
- Staff Training
- PWPL Memory Lab
- Archival equipment and materials, and more

The long-term goals of the Development Fund are to grow endowment funds to \$1 million, to maintain a strong partnership with PWPL Friends groups, and to grow the Development Fund's Board of Trustees.

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

**TAC Report:** Tom Bronken, Marquette Township

Bronken did not have a report from the Township at this time. Reported that construction on US-41 is wrapping up, and the inception Township's first marijuana dispensary.

**Financial Reports and Approval of Bills:** Goodwin addressed questions and comments related to the bills and financial reports. A motion was brought by Myron and seconded by Nelson to approve the bills for September 2021 in the amount of \$145,440.34. The motion is approved 3-0.

**Board Action Items:**

- A. **Holiday Closings:** On a motion by Myron and seconded by Nelson, the Board of the Peter White Public Library moves to add the Friday after Thanksgiving to the Holiday Closings of 2021. The motion is approved 3-0.  
**Holiday Closings 2022:** On a motion by Myron and seconded by Nelson, the Board of the Peter White Public Library moves to approve the Holiday Closings 2022 as amended, increasing paid holidays from 10 to 11. This decision will be presented to the Labor/Management committee to allow for staff input on what additional day should be added for 2022 holiday schedule. The motion is approved 3-0.
- B. **Board Meeting Schedule 2022:** On a motion by Myron and seconded by Nelson, the Board of the Peter White Public Library moves to approve the Board Meeting Schedule for 2022 as amended with the addition of the joint meeting with TAC on June 1, 2022. The motion is approved 3-0.
- C. **CIRC – 1 Library Card Policy (Second Reading):** On a motion by Myron and seconded by Nelson, the Board of the Peter White Public Library moves to approve CIRC – 1 Library Card Policy as presented. The motion is approved 3-0.
- D. **PRG – 3 Art Exhibit and Display Policy (First Reading):** No action necessary at this time; first reading of this policy.
- E. **INFO – 1 Material Selection Policy (First Reading):** No action necessary at this time; first reading of this policy.
- F. **INFO – 1.1 Request for Reconsideration of Library Materials Update (First Reading):** No action necessary at this time; first reading of this policy.

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

**Old Business:**

- A. **Tax Tribunal Update:** The Board reviewed the Tax Tribunal Update as presented by Bruce MacDonald, Assistant Director/IT Head. Discussion ensued about the impact of Commercial Property Tax revenue and how it impacts the Library, including as an impetus to pursue endowments in order to offset potential future losses.

**New Business/Board Member Comment:** On Staff Development Day, Board President Donohue will present a *Thank You* letter to the Friends of the Library signed by the Board of Trustees thanking the Friends for all of their generous contributions to the Library.

**Standing Reports:** Ingmire presented new PWPL t-shirts that will be available to staff and the public; an official staff photograph will be taken on Staff Development Day.

Nelson made motion to adjourn, seconded by Myron. The meeting adjourned at 6:16pm.

Respectfully submitted,

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

Patrick Myron  
Secretary