

**Board of Trustees of the Peter White Public Library
Regular Board Meeting
Minutes
Tuesday, November 28, 2023**

A regular meeting of the Board of Trustees of the Peter White Public Library was held on Tuesday, **November 28, 2023** in the George Shiras III Room of the Peter White Public Library. The meeting was called to order by President Anne Donohue at 5:02PM.

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

Library Staff Present: Andrea Ingmire, Library Director; Bruce MacDonald, Assistant Director/IT Head; Ann Richmond Garrett, Administrative Assistant; Jamie Goodwin, Finance Director; Andrea Marsh, Communications Coordinator; Stephanie Garn, Technical Services Department Head.

TAC Representatives Present: Kerry Heikes, Sands Township; Paul Marin, Marquette Township.

Others present: Two members of the public in person, no one online.

The Agenda was approved on a motion by Steinhaus and seconded by Nelson. The motion is approved 5-0.

The Minutes of the October 24, 2023 Board Meeting were approved with the following amendments: removal of parentheses on page 1, and removal of duplicated wording on page 2 on a motion by Schmunk and seconded Williams. The motion is approved 5-0.

Special Presentation – Bruce MacDonald, Assistant Director/IT Head

MacDonald gave an overview of technology and equipment present at library. He presented information on: current operating systems, network hardware, VPN for remote work, and device management software. Since IT's last presentation, the library wifi system has been replaced, and now provides ten access points. Additionally, the library is on its second generation of VOIP phones. Steinhaus asked for clarification on VOIP (voice over IP) phones, MacDonald explained their operation, which is more efficient and cost effective compared to hardwired phone lines and phone companies. Recent updates include: the firewall being replaced, updated ipads, and server updates, and the sale of excess equipment. Future updates will include making color printing more cost effective, and upgrading staff laptops and desktops. MacDonald showed a sample from the Mining Journal Digitization Project, and its connection with the NMU Archives UPLINK project. Steinhaus asked for a status update on our main floor phone designated for public use, MacDonald said this phone has been reinstalled. Schmunk asked for details on the length of time in which security camera footage is retained, and suggested library policy be more specific. Ingmire said the current State rule for footage retention is one week; rules from one library to the next vary according to preference. Schmunk asked if users need to agree to a use policy before logging in to the public wifi, MacDonald verified DNS and our firewall both initiate content filtering, and users do need to agree to policy before logging on.

TAC Report: Kerry Heikes, Sands Township.

The Sands Township Board Treasurer retired, and was able to train his replacement, for the transition that occurred in September. Sands Township Hall is currently on a waitlist for solar panels. The Township is still waiting on additional fire and garbage trucks, Heikes estimates it will take about a year. The firing range, surveilled by the DNR, is now open; so far, there has only been one only issue, which consisted of someone violated the rule that users must clean up after themselves (user was shooting pumpkins and left all remnants behind.)

Financial Reports – including Approval of the Bills: Goodwin addressed questions and comments related to the bills and financial reports. During open enrollment, every employee who is eligible signed up for health insurance. The library was able to offer a savings for plans to library employees, even if there is no reduction to the costs overall. A motion was brought by Steinhaus and seconded by Schmunk to approve the bills for October 2023, in the amount of \$163,272.87. The motion is approved 5-0.

Public Comment: Joel Siegel. Speaking on behalf of another artist, Siegel voiced concerns about the new library logo: this individual felt the new logo, produced by Bennett Media Group, is similar to the work they created. The artist in question did not submit an RFP to be considered for the rebranding project. Siegle printed off the logos in question and the social media information for the Board to review.

Board Action Items:

- a) **Amended Budget FY2023-2024-** The need for an Amended Budget was identified after the restructuring led to Teen Services being moved out of the Youth Services Department. Library staff reviewed expenditures for previous teen expenses and found that approximately 20% of the Youth Services programming and 30% of Youth Services materials budgets went to support teens. The added accounts have been created with these figures in mind. There is no net change to the total funds allocated for services to youth. As this is the first year for these ledger accounts, we will be monitoring the revenue and expenses closely, and this will inform next year's budget. Fiscal Effect: Net change is \$2,100 increase to both revenue and expenses, the overall budget is balanced. On a motion by Schmunk and seconded by Steinhaus, **The Board of Trustees of the Peter White Library moves to approve the Amended Budget FY2023-2024.** Donohue and Steinhaus thanked Goodwin for the clarity of the expense tracking. **The motion is approved 5-0.**
- b) **Fee Schedule FY 2023-2024 -** Peter White Public Library fines/fees are spread out in seven different library policies in four sections of our policy manual. Additionally, some fees are not found in any policy. It is the recommendation of library staff that the Board of Trustees consider the establishment of a Schedule of Fees that will, in subsequent years, be reviewed and adopted alongside the annual budget. We are recommending one fee change, that of Color Copies. Our current color copy fee is \$0.75/page. We believe that this fee should be changed to \$0.25/page. Bruce has accounted for supplies and equipment costs and believes that \$0.25/page is plenty to cover the supplies needed to offer this service. Fiscal Effect: We do not anticipate a dramatic shift in copy revenues. On a motion by Steinhaus and seconded by Nelson, **The Board of Trustees of the Peter White Library moves to approve the Fee Schedule FY 2023-2024.** Steinhaus shared an anecdote about replacing lost library items. Williams asked

for a clarification on the nonrefundable booking fee that applies to room rentals. **The motion is approved 5-0**

- c) **Public Comment Description** - At the October 2023 meeting of the Library Board of Trustees, Trustee Carol Steinhaus expressed concern regarding the process for Public Comment and how those making public comment receive feedback from the Board of Trustees. Discussion led to the desire for clarity regarding what the public could/could not reasonably expect to receive from the board during a public meeting. This discussion culminated with a request to add information to the agenda itself and potentially make a handout that can be made available to the public at Library Board of Trustee meetings. Library staff drafted language for the agenda as follows: Public Comment – (The PWPL Board of Trustees welcome public comments. Board Members will not engage in dialog during the public comment period. Board Members may choose to respond to public comments during the Board Member Comment period.) A handout will be available as branding work wraps up, and templates for tri-fold handouts are finalized. We hope to present this information to the board at our January 2024 meeting. On a motion by Schmunk and seconded by Steinhaus, **The Board of Trustees of the Peter White Library moves to approve the Public Comment Description.** Donohue opened the discussion on the drafted language. Schmunk would like a statement added that the public's comments are appreciated, the Board agreed to add this. Williams asked for clarification on the exact way this Public Comment introduction statement will be presented, Board members agreed it should be both read aloud, alongside the hardcopy. **The motion is approved as amended 5-0.**

Other Business: None

Public Comment: None

Board Member Comment:

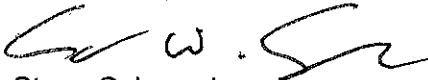
- a) Donohue read the new Public Comment opener. Steinhaus thanked the individual who made the public comment in regard to the new library logo, and asked for a timeline of the rebranding, which Ingmire presented: the library was tagged, on social media, in a logo on someone's account a week after the RFP closed, this logo had not been submitted or given to the library. The library can't speak to the creative process of Bennett Media Group, but in the creation of the new logo, the group did use part of an old logo from the capital campaign which predates this process. Ingmire acknowledged the similarity in the colors between the private artist's logo, and those of the library's new logo. Marsh brought the library's old brand guide from 2017, where the applied color palette was referenced; in the new logo, the brightness is only increased. The palette also references a mural in the Youth Services Department, which also predates the rebranding. Siegel did express that they wished when the RFP had been reopened when the desire to change the logo had been expressed, and did reference the font similarities as well. Marsh verified the font and spacing had been recycled from older artwork, and gave examples. Williams verified with Ingmire that the reason the library ended up working with Bennett Media Group, was because their business has presented an initial RFP that met the requirements listed in the original call. Steinhaus applauded the new public comment response organization. Williams and Donohue also thanked Joel for presenting his thoughts.

b) **Trustee Manual: Review of Chapter 14, 2021 Edition:** Ingmire highlighted the Tax Increment Financing Legislation, in reference to the Library's relationship with tax captures and the DDA. Schmunk asked for clarification on the windows in which the opt outs are open to adjustment. Ingmire verified that if the DDA changes their district, that point in time is when we may opt out of the tax capture.

Standing Reports: Multiple notes of gratitude for library services were presented in the Board packet.

Adjournment: Steinhaus made motion to adjourn, seconded by Nelson. The motion was approved 5-0. The meeting adjourned at 6:13 PM.

Respectfully submitted,



Steve Schmunk
Secretary

Upcoming meetings: January 16, 2024
Upcoming TAC meeting: January 10, 2024