

**Board of Trustees of the Peter White Public Library  
Regular Board Meeting  
Minutes  
Tuesday, January 16, 2024**

A regular meeting of the Board of Trustees of the Peter White Public Library was held on Tuesday, **January 16, 2024** in the George Shiras III Room of the Peter White Public Library. The meeting was called to order by President Anne Donohue at 5:05PM.

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

**Library Staff Present:** Andrea Ingmire, Library Director; Bruce MacDonald, Assistant Director/IT Head; Heather Steltenpohl, Development Director; Ann Richmond Garrett, Administrative Assistant; Jamie Goodwin, Finance Director; John Povey, Facilities Manager.

**TAC Representatives Present:** Tom Bronken, Marquette Township; Natasha Lantz, West Branch Township.

**Others present (online):** One member of the public.

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

**The Minutes** of the November 28, 2023 Board Meeting were approved on a motion by board Nelson and seconded by Williams. The motion is approved 4-0.

**Special Presentation – John Povey, Facilities Manager.** Povey presented the need for replacing the lower steps of the Front Street, East entrance. Leading up to the meeting Povey had requested preliminary costs to replace the limestone blocks and to remove the blocks and replace them with concrete steps. Nelson asked about the disparity between how long the first, full set of limestone steps lasted (over 100 years) and how long the second set lasted (under 15 years), and if there had been any contingencies with that second contractor. It was verified there were none. Ingmire stated that National Restoration, when consulted, informed that the difference may have to do with the salt the library is using on those steps. Nelson asked about rate of patron entry through the Front Street entrance, vs the main (West) entry, MacDonald said Front Street sees about 10 percent of the main library entrance foot traffic. Povey and Donohue reviewed some differences in costs and materials listed in the proposal, such as concrete being easier to maintain compared to limestone.

**TAC Report: Natasha Lantz, West Branch Township.**

The library steps were discussed at the recent Township Advisory Council (TAC) meeting, as well as the new library website and strategic plan updates. Changes were made to elected TAC officers: Suzanne Standerford stepped down as president. Lantz will stay in place as vice president. Karrie Heikes will serve as the TAC President. West Branch Township has been reviewing: budget, a possible joint Fire Hall with Skandia, the possibility of a door to door garbage pickup program, and a new park. Lantz will present Library Board of Trustees news at the West Branch township meeting also taking place on January 16, 2024.

**Financial Reports – including Approval of the Bills:** Goodwin addressed questions and comments related to the bills and financial reports. Goodwin said the audit is now underway. A motion was brought by Nelson and seconded by Williams to approve the bills for November and December of 2023, in the amount of \$202,133.57 in November, and \$148,025.87. The motion is approved 4-0.

**Public Comment:** Natasha Lantz spoke about the library's Memory Lab, which she has been using for a personal project, saying what a great resource it is, and how helpful the Reference Staff has been.

### **Board Action Items:**

- a) **Front Street Lower Stairs** –In August 2008, the PWPL Board of Trustees accepted bids to replace the Front Street lower stairs, which were part of the original 1904 limestone block steps. By the spring of 2019, fourteen of the 'new' limestone blocks had deteriorated to the point of needing to be replaced. National Restoration was onsite rebuilding the supports for the top set of stairs, and the Library elected to replace the worst blocks in the lower set while they were onsite. The new blocks that were installed in 2019 are in good condition. However, the blocks from 2008 continue to deteriorate. John Povey obtained an estimate of what it would cost to replace the lower steps with new limestone (\$92,000, National Restoration), or (more recently) poured concrete (\$73,000, Closner Construction). There also exists the possibility of taking the stairs out altogether and replacing them with lawn or gardens--while this may be a more sustainable option (long-term,) it would change the appearance of the Library significantly. Once the Board decides what end result is preferred, the next steps involve conducting a competitive bidding process outlined in our MGT – 8 Purchasing Policy. Fiscal Effect: The Library will need to use Fund Balance for this project. Donohue spoke in favor of replacing the steps through National Restoration, Nelson agreed but also pointed out positive aspects of the lawn/garden idea. Williams verified that, if the steps were to be removed, they would be the lower level only, and discussed various forms of concrete that could be used in place of the limestone. Schmunk agreed with the recommendation that options be researched more in-depth (such as investigating limestone quality, longevity, and the experiences of others in our area who may have replaced it) though at the moment is in favor of keeping the appearance of the building as is. Overall, the Board of Trustees agreed they will need more information, ultimately deciding against concrete, leaving the two options of either limestone or gardens. The Board requested mockups of how the grounds would appear with the lower steps replaced by gardens, MacDonald offered to create some. Costs involving removal of the steps would need to be assessed. Ingmire added that there would be more bids for removal, than the limestone, since fewer companies provide limestone. She also discussed the logistics of accepting RFPs. *No action at this time.* The Board will revisit this item at the February meeting.
- b) **Policy Cleanup** – In November 2023 we established a Fee Schedule. The intent was the creation of one document which housed all fees associated with Library services. That document will be approved annually during the budget approval process. Subsequently, several policy documents need minor updates which reflect this change. The following policies are being presented with minor changes related to the Fee Schedule. If there are changes outside of the Fee Schedule, there will be additional notes.

- CIRC-2 Library of Things Policy • CIRC-3 Collection Use Policy added links to related policies as opposed to duplicating information in multiple policy documents. Additionally, Melissa is recommending that we change the Claims Returned window to 2 months as opposed to 1 month. That window seems to work best for staff and patrons alike.
- CIRC-5 Educator Outreach Card Policy • MGT-5.1 Internet for Patron-Provided Equipment Policy. On a motion by Nelson and seconded by Schmunk, The Board of Trustees of the Peter White Library moves to approve Policy Cleanup. **The motion is approved 4-0**

**c) Audit Engagement Documents** - Each year PWPL is included in the City of Marquette audit process. This year, Anderson Tackman is requesting that the Audit Engagement documents come before the full board for authorization. These letters detail the duties and responsibilities of each party (Library and Auditors) and help you to understand your role in governance for preventing, deterring, and detecting fraud within the entity. If any board members have information regarding fraud or suspected fraud within the Library that information should be communicated to Anne Donohue for inclusion in her response. On a motion by Schmunk and seconded by Nelson, The Board of Trustees of the Peter White Library moves to authorize Library Board President, Anne Donohue and Library Director, Andrea Ingmire to sign off on the Audit Engagement Letters for FY ending September 30, 2023. Internal procedure was discussed at length. **The motion is approved 4-0.**

**Other Business:**

- a) **Community Report 2023** – Ingmire presented the content that was provided in the PWPL 2023 Community Report, including the major accomplishments from the Strategic Plan Action items.
- b) **Strategic Plan Accomplishments of 2023**
- c) **Website Demonstration**-Ingmire gave a demonstration on how to navigate the new website, using the Board Information page as an example.

**Public Comment:** Natasha Lantz expressed her appreciation for the due diligence the board exhibits, and gave the example of the discussion/consideration around the issue of the front steps.

**Board Member Comment:**

- a) **Trustee Manual:** Review of Chapter 1, 2021 Edition

**Standing Reports**

**Adjournment:** Nelson made motion to adjourn, seconded by Williams. The motion was approved 4-0. The meeting adjourned at 6:22PM.

Respectfully submitted,

Steve Schmunk  
Secretary

Upcoming meetings: February 20, 2024  
Upcoming TAC meeting: April 10, 2024

