

**Board of Trustees of the Peter White Public Library
Regular Board Meeting
Minutes
Tuesday, February 20, 2024**

A regular meeting of the Board of Trustees of the Peter White Public Library was held on Tuesday, **February 20, 2024** in the George Shiras III Room of the Peter White Public Library. The meeting was called to order by President Anne Donohue at 5:01PM.

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; Heather Steltenpohl, Development Director; Ann Richmond Garrett, Administrative Assistant; Jamie Goodwin, Finance Director; Stephanie Garn, Technical Services Department Head; John Povey, Facilities Department Head; Andrea Marsh, Communication Coordinator.

TAC Representatives Present: Paul Marin, Marquette Township; Judy White, Chocolay Township.

Others present: None

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

The Minutes of the January 16, 2024 Board Meeting were approved on a motion by Steinhaus and seconded by Nelson. The motion is approved 5-0

Special Presentation – Andrea Marsh, Communication Coordinator. Marsh gave a presentation on her job duties which consist of website revision, website management and statistics, ongoing social media content, sending monthly PSAs, and branding. Website traffic has increased since the revision in October 2023. Marsh has also increased engagement on social media, by over 100% on both Instagram and Facebook. In 2024 the social media vision will be more streamlined, enabling its role to be a secondary focus for the Communications department. The streamlining process will include bringing back Facebook Events for Programs. Schmunk asked if social media will be the secondary focus, what will be primary—Marsh said she will focus on managing the website, and featuring both live and recorded programs on the PWPL YouTube channel.

TAC Report: Judy White, Chocolay Township. White reported she consistently receives positive feedback about library services, from her Township. She was contacted recently by someone who is interested in becoming a new TAC member, and will follow up with them. Early voting is underway in the township as well.

Financial Reports – including Approval of the Bills: Goodwin addressed questions and comments related to the bills and financial reports. January was a normal month. Budget adjustments will be revisited in the May or June meeting, due to the current lack of snow freeing up expenses in the operating budget. A motion was brought by Schmunk and

seconded by Nelson to approve the bills for January 2024, in the amount of \$150,993.91. The motion is approved 5-0.

Public Comment: None

Board Action Items:

- a) **Front Street Lower Stairs**—At the January 16, 2024, PWPL Board of Trustees meeting, the board discussed the Front Street Lower Stairs and the options for repairing or replacing them. From this discussion, the board requested additional information for repairing the limestone stairs or removing the stairs. John Povey reached out to National Restoration for clarification on their quote and what assurances related to the longevity of their work. According to National Restoration, they do not provide a 'warranty' for this type of project; there are too many variables. They do use a high grade of limestone. National Restoration did communicate that, for 2024, they are estimating a 10% increase in costs from the September 2023 quote. This project will still need to go through the competitive bidding process as outlined in MGT – 8 Purchasing Policy. The board also requested information about the idea of removing the lower steps. The cost for the garden wall extension according to this estimate was \$26,000 with an additional \$8,000 for the stairs and concrete removal. This change would result in increased ongoing costs for: water fees, staff time mowing, plants to fill the beds, and reliance on volunteer labor for the gardens. The staff of PWPL have a very strong resistance to changing the historic integrity of the Peter White Public Library. Finance Director, Jamie Goodwin believes this would be a good expense for the General Fund Trust—these funds were set aside at the end of the 1958 building project with building project funds. Additionally, the Development Fund has an \$80,000 donor bequest. This donor was very interested in history, and we feel this would be a wonderful way to honor this bequest. Protecting the historic approach to PWPL is of utmost concern. It is the opinion of PWPL Administrative staff that we should move forward with the repair of the Front Street stairs with an eye to historic preservation. The Library will need to use non-operating funds for this project. There are options including: PWPL General Fund Trust, PWPL Development Fund Bequest, and the Fund Balance.

Nelson would like an emphasis on the quality and longevity of the work, during the bidding process. Schmunk agreed, and asked for more information on the Development Fund policy. Steltenpohl explained how bequests or gifts from estates function, as such designated financial donations are not yet in an endowment fund. Povey mentioned that, in the interest of sparing their exposure to salt and therefore increasing longevity, the new steps will not be used in the winter; instead, the stairs will be cleared in sections, so each section will only be salted every three years. Williams expressed concern that the newly constructed steps would not come with a guarantee. Steinhaus asked for clarification on the differing quality in the upper and lower steps. Povey had spoken with the person who did the upper set, and verified what we would be getting in the new construction would be the quality of the upper steps. On a motion by Steinhaus and seconded by Nelson the Board of Trustees of the Peter White Public Library moves to **begin the Competitive bidding process to repair the lower-level steps with limestone blocks. This project will be paid for using the General Fund Trust balance and donor bequest held in the Development Fund. The motion is approved 5-0.**

b) Policy First Reading: PRG -3 Art Exhibit and Display Policy. 2023 was the first year we had a complete cycle with the Public Gallery Program. Modifications to the policy, since 2021, include: addition of Collection Display language, inclusion of details about the selection committee, removal of unnecessary detail regarding the galleries, removal of display table option, removal of details related to artist responsibilities, duplication with Artist Agreement, separation of the Lower-Level Reception Display Wall from the Public Gallery Program. **First reading, no action needed.** The section on Book Displays was discussed at length, and alternatives to "They are not Peter White Public Library's endorsement of the individual materials" were reviewed. Ingmire clarified for the Board that this sentence is present to bring attention to the factual presence of the books themselves, relative to any given topic, in our collection. The Board discussed the difference between endorsing content vs. endorsing materials, relative to the construction of that sentence, and suggested a revision of "PWPL is not an advocate of the content nor implies it is an appropriate for all users," or something to similar effect. Nelson asked for clarification of the lower level reception display wall, referenced in section on gallery spaces. Ingmire explained that particular area did not feel as dedicated a space for art, as the DEO and Huron Mountain Club galleries, which will remain as is.

Other Business: None

Public Comment: None

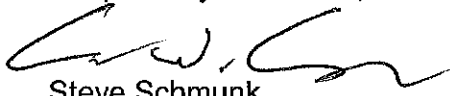
Board Member Comment:

a) **Trustee Manual:** Review of Chapter 2, 2021 Edition.

Standing Reports: The Friends of the Library Book sale will be coming up in March. Steinhaus asked about brand new books, wanting to make sure if donated they can be redeemed, on behalf of the library, for what they are worth. Steltenpohl verified some books can be sold online as well, in addition to the Friends Bookstore which offers books at lower prices. Williams asked about the new library cards, asking why if the account holder remains the same, the account number/barcode must change when that patron obtains a new physical card. MacDonald explained that unassigned, barcoded cards come to the library pre-printed in batches. Schmunk asked about the progress of the Mining Journal Digitization. MacDonald said the copyright request in to the Mining Journal's publishing company, Ogden, is still pending.

Adjournment: Steinhaus made motion to adjourn, seconded by Nelson. The motion was approved 5-0. The meeting adjourned at 6:10PM.

Respectfully submitted,



Steve Schmunk
Secretary

Upcoming meetings: March 19, 2024
Upcoming TAC meeting: April 10, 2024