

**Board of Trustees of the Peter White Public Library
Regular Board Meeting
Minutes
Tuesday, March 19, 2024**

A regular meeting of the Board of Trustees of the Peter White Public Library was held on Tuesday, **March 19, 2024** in the George Shiras III Room of the Peter White Public Library. The meeting was called to order by President Anne Donohue at 5:00PM.

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.

TAC Representatives Present: Tom Bronken, Marquette Township; Kerrie Heikes, Sands Township

Others present: One member of the public online, one member of the public in person.

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

The Minutes of the February 20, 2024 Board Meeting were approved on a motion by Schmunk and seconded by Steinhaus. The motion is approved 5-0

Special Presentation – Stephanie Garn, Technical Services Department Head.

Garn gave a presentation on changes in Technical Services in the past six months. Rebranding of library signage continues. 39 new kits were added and catalogued for Youth Services, as were 67 Tonie boxes. The Library of Things saw an addition of 20 items, and 8 pieces of art. All backlog books and items have been catalogued and relocated to the Tech Services Department. As for current projects, Garn is in process of separating Teen Graphic Novels into Fiction and Nonfiction. She is also updating processing guides for her department. Her future project will be call number cleanup and labeling in the collection, and original cataloging of unique items and books. Schmunk asked if the library still lends out VHS tapes, Garn verified we do not. He also asked if the DVD checkouts have recently declined, Alan commented that the numbers are still relatively high for DVD and blu-ray checkouts, compared to past numbers.

TAC Report: Karrie Heikes, Sands Township. The Superior Solar Project resolutions were passed by Sands Township, and advancement of the project is now in the hands of Savion. There are currently three solar panels on the south-facing side of the township, and community members will soon be able to digitally monitor their output. Early voting took place; a number of voters took advantage of being able to collect and review ballots, ahead of time, and return on the day of voting.

Financial Reports – including Approval of the Bills: Goodwin addressed questions and comments related to the bills and financial reports. A motion was brought by Schmunk and seconded by Nelson to approve the bills for February 2024, in the amount of \$177,852.94. The motion is approved 5-0.

Public Comment: None

Board Action Items:

- a) **Front Street Lower Stairs-Bid Review-** 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. At the February 20, 2024 PWPL Board of Trustees meeting, the board decided to begin the competitive bidding process to repair the lower-level steps with new limestone blocks. RFP language was posted to the Library’s Website on February 29, 2024 and closed on March 15, 2024. The board retains the right to reject all bids and is not obligated to choose the lowest priced bid. Fiscal Effect: The Library will use non-operating funds for this project. There are options including: PWPL General Fund Trust, PWPL Development Fund Bequest, and the Fund Balance. Recommendation: Review the submitted bids and award to the bidder who best meets the project needs. Williams thinks the bid from National Restoration seems high, and based on our interactions with them so far does not think they are interested in the project. She thinks the other two bids seem similar as far as warranty, reviews of their work; the library may want to opt for the cheaper bid. Williams also noted the difference in the examples of work provided by Ram, and Northern Construction: Northern appears to be more brickwork than limestone. Steinhaus asked for more information on the difference between the Indiana and Oxford Step limestone. Ingmire presented the specs provided by each company, although the range of numbers is so wide, understanding how they are relative is not completely clear. Steinhaus suggested the library consult a geologist on these numbers. Donohue does not believe the bid from National Restoration is reasonable. Schmunk believes that Ram Construction has an overall portfolio of projects that are similar to what they would need to work on at the Peter White; there is also a mention of sealing the joints in Northern Construction’s bid, Schmunk would like this specifically addressed by Ram in their proposal if they won the award. Nelson questioned the type of limestone that Ram is recommending, Ingmire responded that it would be the Indiana stone. The timeframe of project completion was discussed at length. On a motion by Nelson and seconded by Steinhaus, **the Peter White Board of Trustees aware the Front St Lower stairs project to Ram Construction. The motion is approved 5-0**
- b) **Policy Approval: PRG-3 Art Exhibit and Display Policy -** Last month the Board of Trustees reviewed PRG – 3 Display and Exhibit Policy. This policy was last revised in which was previously modified and approved in 2021. Current modifications to the policy include: addition of Collection Display language, inclusion of details about the Public Gallery Program, 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. Since last reviewed, wording about the library’s endorsement of materials was tweaked as was the title of this policy. Ingmire explained that the title of this policy was changed from Art Exhibit Display Policy to be more inclusive of what it actually addresses. Steinhaus asked if the revised Display Policy provides the Circulation desk with enough direction to handle a situation where a patron may have

concerns about something on display. Ingmire explained the procedure for said concerns follow the same protocol as the Request for Reconsideration, involving distribution of information material and an offer to discuss with Director or Assistant Director. On a motion by Steinhaus and seconded by Schmunk, **the Peter White Board of Trustees moves to approve the PRG – 3 Display and Exhibit Policy as presented. The motion is approved 5-0.**

Other Business:

- a) Strategic Plan Action Items: discussion moved to April 16, 2024 Board of Trustees meeting.

Public Comment: None

Board Member Comment:

- a) **Trustee Manual:** Review of Chapter 3, 2021 Edition. Donohue noted that, although the manual recommends having all changes reviewed by a legal team, the Peter White Library limits this expense to revisions that have to do with laws that have recently changed.

Standing Reports:

-Steltenpohl reported that Friends of the Library raised \$7314.21 at their recent sale. She thanked both the Friends and the community for support. There is also a new mural, on a pillar across from Circulation, advertising the permanent Friends' Bookstore.

Donohue asked if we had any update on the Mining Journal digitization copyrights.

-MacDonald said there have not been advancements with the publisher, but has uncovered it is possible the copyright begins in March 1989, instead of 1978 as previously thought. The library May seek legal counsel to verify dates. MacDonald is also working with UPLink at NMU on the possibility of digitizing a Polk directory, a project that may ultimately have reach beyond Marquette County.

-Schmunk complimented how much better the website looks and is to use, Ingmire agreed it functions better for internal library tasks as well.

-Nelson asked about activity with the endowment fund. Activity is healthy and looks promising in the way of providing the library with financial stability.

Adjournment: Steinhaus made motion to adjourn, seconded by Nelson. The motion was approved 5-0. The meeting adjourned at 5:52PM.

Respectfully submitted,

Steve Schmunk
Secretary

Upcoming meetings: April 16, 2024
Upcoming TAC meeting: April 10, 2023