

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

A regular meeting of the Board of Trustees of the Peter White Public Library was held on Tuesday, **April 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 5:00PM.

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; Amy Salminen, Adult Services Department Head; Melissa Alan, Circulation Department Head.

TAC Representatives Present: Beth Linna, Skandia Township

Others present: Two members of the public

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

The Minutes of the March 19, 2024 Board Meeting were approved on a motion by Schmunk and seconded by Nelson. The motion is approved 5-0.

Special Presentation – Amy Salminen, Adult Services Department Head. Salminen gave a presentation on updates in the Adult Services Department. She gave an overview of the features of the library's online services, which include Hoopla, Kanopy, and Libby/Overdrive. All online services have seen significant increases in patron use during the past few months. In part due to the temporary closure of NMU's Olson library, printing services and study rooms are being utilized in high volume. The department continues to offer tax forms, and assist with passports. Adult Services also runs several book groups, as well as a Tech Help program, and assists with library publicity.

TAC Report: Beth Linna, Skandia Township. Barb Bradley, from Skandia, is incoming as a new TAC member, in place of Anna Sanford who recently passed away. Skandia Township voted last month to put the library millage on the ballot. A new playground opened in the Fall. The search continues for a location for the joint West Branch/Skandia joint Fire Hall location.

Financial Reports – including Approval of the Bills: Goodwin addressed questions and comments related to the bills and financial reports. Goodwin brought attention to a date typo in the General Fund and Trust balance, which should read as 3-31-24 not 2-29-24. A motion was brought by Steinhaus and seconded by Nelson to approve the bills for March 2024, in the amount of \$194,283.03. The motion is approved 5-0.

Public Comment: None

Board Action Items:

a) **MACC Lease-** The space planning committee met in Spring of 2024 to discuss options and begin to develop a communication plan. It is the opinion of the space planning committee that the Deo Gallery and meeting room space currently housed in the MACC are critical assets to our community and should remain accessible to the public. A long-term lease to a private entity would limit the availability of those spaces for general use. The committee would like to put forth a formal recommendation that the space currently occupied by the City of Marquette Arts and Culture Center (MACC) be retained by PWPL and not be considered for another long-term lease. It is the intention of the committee to begin contacting MACC User Groups in late April 2024, informing them of changes coming. This will allow them time to consider options as they plan for the future. Fiscal Effect: MACC currently pays PWPL \$30,000/year in rental fees. The decision not to lease out this portion of the PWPL facility will be a loss in revenues. Some of this loss will be offset by public rental of the room currently known as Studio 1. Additionally, we are working with MACC to write a grant for the Public Gallery Program. If successful, this funding will help to offset costs associated with the galleries. On a motion by Steinhaus and seconded by Williams, **the Peter White Board of Trustees moves to accept the recommendation of the space planning committee. The Board supports PWPL's acquisition of the space currently leased to MACC for library operating use. This transition will take place at the end of the current lease with MACC on September 30, 2025.** Steinhaus asked for clarification in regard to the Bluff Street Parking garage and the tax capture, Goodwin explained timelines. Possibilities for grants and other financial agreements to make up for lost rental fee revenue was discussed at length. Williams asked how the change will affect staff, and programs currently held in MACC's space, Ingmire explained plans are being made to reduce both impact on workload, and the groups who currently hold programming there. **The motion is approved 5-0**

b) **CIRC -1 Library Card Policy** –Melissa Alan, Circulation Department Head, has been working to update and streamline our Circulation policies. Most of the changes to the CIRC-1 Library Card Policy, have to do with removing duplicative language. Changes of significance are as follows: 1. Requiring parent/guardians to have a library account in good standing before issuing a child's card. 2. Added a line about the length of time that a card is valid for (2 years). 3. The detailed information currently contained in the Educator Outreach Card policy will be addressed in process as opposed to policy. **First Reading, no action needed.** Donohue asked for clarification on youth cards and late fees, Ingmire verified the adult linked to that card is legally responsible for those fees. Steinhaus inquired if anyone had been asking about checking books out using their phones, staff confirmed they have not. Williams asked for clarification on non-resident card and fees. Ingmire said their cost will also be reviewed during the fee schedule review in the budget. Alan explained how the different kinds of NMU student cards work, with non-resident resident. Schmunk asked whether the policy would have to be revised if we add any new townships (since it enumerates specific townships). The answer yes.

Other Business:

a) Strategic Plan Action Items: Ingmire presented the Activity Plan Summary for 2024, the priorities being Service, Sustainability, and Expertise. Williams asked about the mention of a Peace Room. Ingmire explained this came from staff requests and from our collaboration with Meditate Marquette, to create a low noise and light/low stimulation space. Room use and security was discussed at length. Schmunk asked for an update

on the front steps, Ingmire confirmed Oxford limestone has been ordered, and will arrive in August. Ram Construction Will be on site on Friday, 4-19 for their first meeting to evaluate the steps and set up safety barriers.

Public Comment: None

Board Member Comment:

- a) Anne Donohue Presentation. Ingmire presented Donohue with a Thank You poster in honor of her last meeting as Board President. Anne said she was grateful for her time serving on the Board.
- b) **Trustee Manual:** Review of Chapter 4, 2021 Edition: Planning.

Adjournment: Steinhaus made motion to adjourn, seconded by Nelson. The motion was approved 5-0. The meeting adjourned at 6:11PM.

Respectfully submitted,

Steve Schmunk
Secretary

Upcoming meetings: May 21, 2024

Upcoming TAC meeting: **July 10, 2024 (JOINT meeting with PWPL Board of Trustees)**