

**Board of Trustees of the Peter White Public Library
Regular Board Meeting
Minutes
Tuesday, May 21, 2024**

A regular meeting of the Board of Trustees of the Peter White Public Library was held on Tuesday, **May 21, 2024** in the George Shiras III Room of the Peter White Public Library. The meeting was called to order by Secretary Steve Schmunk at 5:03PM.

Members Present: Steve Schmunk, Secretary; Suzanne Williams, Member; Lori Nelson, Member; Joe Meyskens, Member. Carol Steinhaus, Member, was excused.

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.

TAC Representatives Present: Tom Bronken, Marquette Township; Barb Bradley, Skandia Township.

Others present (online): None

The Agenda was approved on a motion by Williams and seconded by Meyskens. The motion is approved 4-0.

The Minutes of the April 16, 2024 Board Meeting were approved on a motion by Nelson and seconded by Williams. The motion is approved 3-0, with one abstention.

Election of Officers: Steve Schmunk presented a slate of Board Members, Schmunk to replace past member Anne Donohue as President, and Williams to replace Schmunk as Secretary. Nominations were called three times, with no others coming forward. The election of officers was approved on a motion by Schmunk and seconded by Williams. The motion is approved 4-0.

Special Presentation: Kathryn Pelton, Anderson Tackman & Company, PLC Pelton gave a presentation on PWPL audited financial statements for the fiscal year ended September 2023. With the goal being to provide reasonable assurance to the community, targeting risk prone areas, she said the audit went smoothly. Pelton gave examples of how numbers in financial statements are interpreted by auditors. Schmunk asked for clarification on the MERS Pension Report, which Goodwin explained is 80% funded. Ingmire and Goodwin revisit the MERS report on a yearly basis. Pelton also discussed MERS funding at length.

TAC Report: Barb Bradley, Skandia Township. Bradley is replacing Anna Sanford, who recently passed away. Bradley spoke about Sanford's career and what an outstanding member of the community she was. Skandia Township recently completed their improvements to the baseball field. They are also in the beginning stages of applying for a grant to repair Lawson road.

Financial Reports – including Approval of the Bills: Goodwin addressed questions and comments related to the bills and financial reports. She will have budget adjustments ready for

the June meeting, which will be presented by Ingmire. A motion was brought by Meyskens and seconded by Nelson to approve the bills for April 2024, in the amount of \$222,706.68. The motion is approved 4-0.

Public Comment: None

Board Action Items:

- a) **Front Street Lower Stairs- designation of funds.** Library Administration requested that the PWPL Board of Trustees designate which funds will be used to pay for the repairs of the Front Street Lower Stairs and authorize the transfer of funds. The repairs of the Front Street Lower Stairs will be completed this summer. Preliminary work and ordering of supplies are in progress, billing will begin shortly. In addition to the project costs already approved by the PWPL Board of Trustees, Administrative staff would like to include a contingency of up to 10% to address any unknown costs that might arise during these repairs. Financial options include: PWPL General Fund Trust, Development Fund bequest, and Fund balance. Use of Fund Balance to pay for this project is not recommended by Administration staff, as those should be reserved for use as a last resort. Administrative staff believe that the best option is to use the PWPL General Fund Trust to finance the project in its entirety. On a motion by Meyskens and seconded by Nelson **the PWPL Board of Trustees moves to designate the use of PWPL General Fund Trust to finance the Front Street Lower Stairs repair project. The Board of Trustees authorizes Finance Director, Jamie Goodwin, to move funds from the PWPL General Fund Trust Investments to Library operating budget to pay invoices as they come due.** Schmunk asked about the operating differences in the General Trust and General Endowment funds. Steltenpohl also clarified the bequest held in the Development Fund. Meyskens asked if there is a long-term plan financial plan in place for funding other building projects. Ingmire explained there are specific funds currently accruing interest that could fund such projects in a similar fashion. **The motion is approved 4-0.**
- b) **Policy Approval: CIRC- Library Card Policy -** Changes to the CIRC-1 Library Card Policy include: requiring parent/guardians to have a library account in good standing before issuing a child's card, clarifying the length of time a card is valid (2 years), streamlining card information for less common patron types (NMU Student cards, MAPS digital cards, institutional cards, and educator outreach cards). On a motion by Meyskens and seconded by Nelson, **the PWPL Board of Trustees moves to approve the CIRC – 1 Library Card Policy revisions as proposed. The motion is approved 4-0.**
- c) **Policy Revocation: CIRC-5 Educator Outreach Policy -** With the adoption of CIRC – 1 Library Card Policy, the Educator Outreach Policy is no longer needed. When PWPL started offering the Educator Outreach Cards, the policies were kept separate so that changes (if needed) would be easier. The guidelines for the Educator Outreach Card are covered by CIRC-1, making the separate policy duplicative and unnecessary. On a motion by Nelson and seconded by Williams, **the Board of Trustees of the PWPL moves to Revoke the CIRC – 5 Educator Outreach Policy as this Library Card type is covered by the contents of the CIRC -1 Library Card Policy.** Meyskens asked for more information on Educator Outreach card, Steltenpohl explained these were developed primarily for use by educators who may not live in our service area. **The motion is approved 4-0.**

d) **Policy Review – INFO- 4 Exam Proctoring Policy** - Amy Salminen, Adult Services Department Head, is requesting a few minor changes to the Exam Proctoring Policy. Changes include a fee adjustment, minor wording, and punctuation cleanup. Williams verified that the fee change would be in the new fee schedule. Ingmire stated that the Finance Committee will review all library fees along with the budget process. Meyskens asked about the perimeters of the proctoring, whether we have gotten requests for things like real estate exams. Garn said the current proctoring is college students taking classes at institutions such as Bay College. The Adult Services desk often gets questions about high school standardized tests, but that those are not currently proctored by PWPL staff. First reading, no action necessary.

Other Business:

- 1) **Board Committees: Finance, Personnel, Investments:** We have three standing committees established in our bylaws Personnel, Finance, and Investment. Each year it is best practice to review these committees along with the election of officers. Schmunk and Meyskens volunteered to be on the Finance Committee. Nelson and Steinhaus will be on the Personnel Committee. Nelson volunteered to be on the Investment Committee.
- 2) **Front Street Lower Stairs Update:** The limestone has been ordered. RAM is hoping for construction to begin mid-July, and believes the project will take 4 weeks from start to finish. Adult Programming plans to have the Community Room as a backup for Concerts on the Steps, if construction is too limiting for the space needs of that program.
- 3) **MACC Committee Update:** The MACC Committee met on May 17, 2024. Letters have been sent out to all the current MACC user groups. Several groups met with PWPL right away to make plans to move forward. The next steps will be follow up calls to remaining user groups who were sent letters. Meyksens asked about the dates for MACC ending their programming, if it will be a transition or immediate in October 2025. Ingmire said that process is still to be determined. Schmunk inquired about Senior Center programming being on contract, Ingmire said that is also under discussion.

Public Comment: None

Board Member Comment:

- a) **Trustee Manual:** Review of Chapter 5, 2021 Edition: Funding. Ingmire stated we are beginning to work on the budget. PWPL is on the ballot in all five of our millage supported townships: Chocolay, Marquette, Sands, Skandia, and West Branch. Schmunk clarified that we do not have contracts with Powell, Negaunee, and Alger County. Meyskens asked if there are other townships that might be interested in contracts and being in our service area, Ingmire said Powell would be the most likely.
- b) Schmunk asked about Mining Journal Digitization progress, MacDonald said we are still working on permissions for the remaining content.
- c) Based off his recent building tour, Meyskens complimented the Circulation Desk staff and organization behind the scenes.

Adjournment: Meyskens made motion to adjourn, seconded by Nelson. The motion was approved 4-0. The meeting adjourned at 6:40PM.

Respectfully submitted,

Suzanne Williams
Secretary

Upcoming meetings: June 18, 2024

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