

**Board of Trustees of the Peter White Public Library
Regular Board Meeting
Minutes
Tuesday, June 18, 2024**

A regular meeting of the Board of Trustees of the Peter White Public Library was held on Tuesday, **June 18, 2024** in the George Shiras III Room of the Peter White Public Library. The meeting was called to order by President Steve Schmunk at 5:01PM.

Members Present: Steve Schmunk, President; Suzanne Williams, Secretary; Carol Steinhaus, Member; Joe Meyskens, Member. Lori Nelson, Member, joined at 5:04PM.

Library Staff Present: Andrea Ingmire, Library Director; Bruce MacDonald, Assistant Director/IT Head; Heather Steltenpohl, Development Director; Ann Richmond Garrett, Administrative Assistant; Melissa Matuscak Alan, Circulation Department Head.

TAC Representatives Present: Paul Marin, Marquette Township; Peggy Jensen, West Branch Township (online).

Others present: Sally Davis.

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

The Minutes of the May 21, 2024 Board Meeting were approved on a motion by Steinhaus and seconded by Meyskens. The motion is approved 3-0 with one abstention.

Special Presentation – Melissa Alan, Circulation Department Head. Alan gave update on the last year in Circulation. She explained how patron registration cards function. Alan presented a comparison of pre and post-covid stats; while the door count is still down by 16%, it is steadily increasing with each fiscal year. Statistics also reflect digital checkouts being in high numbers. Circulation recently added Maggie Barch as Assistant Department Head. In 2024 a new library card with updated branding was released, as well as updated patron onboarding handouts. Ongoing projects include: accessibility to different collections and resources, policy and procedure updates, and development of a patron service and experience guide. In closing, Alan did a spotlight on a patron who comes in daily, and helped the library start the puzzle exchange program. Schmunk and Alan discussed, quick, efficient ways to receive customer feedback.

TAC Report: Ingmire presented on behalf of Natasha Lantz, West Branch Township. The West Branch Township Strategic and Recreation plan was approved.

Financial Reports – including Approval of the Bills: Ingmire addressed questions and comments related to the bills and financial reports, on behalf of Goodwin. Meyskens asked if there would be additional revenue coming in, since 78% of the established budget has been met; Ingmire said there was a small amount of revenue that may still come in, but that percentage is on target for this point in the fiscal year. A motion was brought by Steinhaus and seconded by Meyskens to approve the bills for May 2024, in the amount of \$134,433.70. The motion is approved 5-0.

Public Comment: Sally Davis, Mayor of Marquette, had a goal to visit all of the city committees this year and thank everyone for their work.

Board Action Items:

- a) **Budget Amendments-** In order to maintain an accurate budget, Library Administration like to make at least one budget amendment during the fiscal year. Many of the budget lines are estimates based on the previous year revenues and expenses. Change details are provided in the Budget Spreadsheet. On a motion by Meyskens and seconded by Steinhaus, **the Board of Trustees of the Peter White Public Library moves to approve the budget amendments as presented.** Steinhaus asked about Hoopla and Kanopy charges, and how we might manage people checking things out with these services and not using them. Ingmire explained at length how these digital services function. Steltenpohl also stated there are limits on charges for users' cards as well. Meyskens asked about demographics on these resources, but the library is not able to get that information due to privacy limitations by on user information. Schmunk asked how the approved contingency funds for the Front Street Stair project would be obtained if needed. Ingmire explained the process in which any additional funds for contingencies could be requested from where they are currently held. **The motion is approved 5-0.**
- b) **Policy Approval: 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. The fee will be reflected in the new fee schedule. On a motion by Nelson and seconded by Steinhaus, **the Board of the Peter White Public Library moves to approve the INFO-4 Examination Proctoring Service Policy as amended.** After being discussed at length, the phrase "the institution" on page 37, will be changed to "the testing institution." A link to the PWPL fee schedule will also be included in the policy. **The motion is approved 5-0**
- c) **Policy Review: LIB – 3 Meeting Rooms Policy – first reading.** The library has removed all fees from the policy itself and will rely on the fee schedule to present specific fees for meeting rooms going forward. In addition, there will be a handout that summarizes this policy for those making room reservations. The option to use the community rooms outside of operating hours has been removed, as the fees currently being charged for this service does not cover the costs involved. Expectations for drop-in users regarding setup of the room, and last-minute staff room access have been added. The importance of testing user equipment with the Integrated Technology prior to the event OR using library provided equipment that we know will work, will be enforced. Compared to the previous one day before, the new policy asks for all equipment reservations, setups, and reservations to be made at least 2 business days before the event. Custom setups in the Medium Capacity Rooms (Shiras and Heritage) will no longer be an option, being replaced with a couple of standard setup options; any setup outside of what standard is will need to be done by the group requesting the room. Starting October 2025, the Community Room and Studio 1 will continue to be customizable. Meyskens asked about the parameters of customized setups, especially in regard to the piano. Ingmire explained the new parameters at length. Steinhaus and Schmunk suggested that the library make it apparent to users why the piano must remain plugged in, which is because of its electric humidification system, it was decided clarifying language will be added to the policy. Williams asked for clarification on the Dandelion Cottage not being available for drop in use, Ingmire

explained the history of that room. Steinhaus asked when the new fee schedule will be enforced, Ingmire said it will be on October 1 2024, which is the beginning of the new fiscal year. Meyskens asked if there will be any exceptions to the hourly fee schedule, Ingmire clarified how the new hourly fees will function in regard to both all day use, and groups that charge membership. Schmunk suggested clarifying the language in the PWPL Disclaimer where “community-led” is used. It was agreed that the disclaimer will be amended to read as “does not mean the library endorses the...viewpoints that may be expressed.” **First reading, no action necessary.**

Other Business:

- a) Front Street Lower Stairs-Update – Ingmire reported that the limestone will be delivered on June 24th, and RAM says the project will take 4-6 weeks.
- b) MACC Update-Ingmire said that current MACC user groups continue to contact the library, due to the outreach by the PWPL MACC Committee.

Public Comment: None

Board Member Comment:

- a) **Trustee Manual:** Review of Chapter 6, 2021 Edition: Budget

Standing Reports:

- a) Steltenpohl announced that a major gift of \$347,000 was made to the endowment fund in June.
- b) Meyskens paid a compliment to the quality of Department Head board reports.

Adjournment: Steinhaus made motion to adjourn, seconded by Nelson. The motion was approved 5-0. The meeting adjourned at 6:44PM.

Respectfully submitted,

Suzanne Williams
Secretary

Upcoming meetings: July 10, 2024- Joint Meeting with TAC