

**Board of Trustees of the Peter White Public Library  
Regular Board Meeting  
Minutes  
Tuesday, September 24, 2024**

A regular meeting of the Board of Trustees of the Peter White Public Library was held on Tuesday, **September 24, 2024** in the George Shiras III Room of the Peter White Public Library. The meeting was called to order by President Steve Schmunk at 5:00PM.

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

**TAC Representatives Present:** Tom Bronken, Marquette Township

**Others present (online):** None

**The Agenda** was approved as amended on a motion by Steinhaus and seconded by Nelson, with Tom Bronken giving the TAC Report in place of Natasha Lantz. The motion is approved as 5-0.

**The Minutes** of the August 13, 2024 Board Meeting were approved as corrected on a motion by Meyskens and seconded by Steinhaus. The motion is approved 4-0, with one abstention.

**Special Presentation – none**

**TAC Report: Tom Bronken, Marquette Township.** Bronken reported on updates in Marquette Township: Ontario Ave will be closed, for one month, between Center and Wright Street. A meeting to discuss potential rerouting for Venture Drive, as a new VA facility has been approved, will be held at the Road Commission on September 30. Preliminary plans for the new middle income housing update for a location off of County Road 492 have been approved; the designated property will remain off market until final approval is obtained. New pickleball courts are almost complete.

**Financial Reports – including Approval of the Bills:** Goodwin addressed questions and comments related to the bills and financial reports. A motion was brought by Meyskens and seconded by Steinhaus to approve the bills for August 2024, in the amount of \$178,180.58. Meyskens asked for clarification on the City of Marquette Balance Sheet—Goodwin confirmed the sheet presented reflects year to date. **The motion is approved 5-0.**

**Public Comment:** None

**Board Action Items:**

- a) **Y23-24 Budget - Year End Transfers-** Year-end transfers are an opportunity to revise the library's current budget for revenues and expenditures prior to audit. While the final numbers will continue to evolve into mid-October 2024, these transfers are an

opportunity to present a final budget that is as close as possible to the actual revenues and expenditures for the year. Due to higher-than-expected revenues and lower than expected expenditures, PWPL Administrative staff have recommended not taking the final disbursement from the PWPL Development Fund for Private Sources nor the General Operating Fund Endowment. This still leaves funding to bolster the MERS surplus retirement fund and add to the Fund Balance. Final amended budget is:

**\$2,413,471. On a motion by Steinhaus and seconded by Nelson, the PWPL Board of Trustees moves to approve the FY23-24 Budget Amendments as presented.**

Meyskens asked about the funding for the Front Street Stairs repair, and where the \$181,146.00 from the shows up in the final budget. Goodwin explained that the general fund trust balance is held in the operating funds, unlike other trusts that the library holds. Therefore, it is not as clear of an in/out. Expenses are shown in the Building Improvement line (217-790-976.000). Administration has discussed changing how these funds are held, further investigation is needed. Schmunk asked why the line item for professional and contractual development was raised from the previous fiscal year. Goodwin explained that this line item contains many pieces. Some of the change is due to an increase in state aid, of which 50% goes to our cooperative. Goodwin will provide the board with a more detailed look at this line item, as it is less clear than other individual line items. **The motion is approved 5-0.**

b) ***Holiday and Closing Schedule 2025-*** The schedule of closings presented for 2025 is the same as what was presented in 2024. It includes holidays contained in the AFSCME membership contract as well as and early closing for the donor party and closing for Staff Development Day. **On a motion by Nelson and seconded by Meyskens, the PWPL Board of Trustees moves to approve the Holiday and Closing Schedule for 2025 as presented. The motion is approved 5-0.**

c) ***Board Meeting Dates 2025*** -The Board of Trustees will typically meet on the third Tuesday of the month. Exceptions are August, September, and October. **On a motion by Steinhaus and seconded by Meyskens, the PWPL Board of Trustees moves to approve the Board Meeting Dates for 2025 as presented. The motion is approved 5-0**

d) ***WFC Committee Recommendation-*** At the August 13, 2024 PWPL Board meeting, the prospect of collaboration between the Marquette Women's Federated Clubhouse (WFC) and PWPL was briefly discussed. The Board decided that this issue would be best addressed by a sub-committee which would bring its recommendation back to the Board. Their discussions included the following: fit with PWPL mission, fit with PWPL policies, fit with PWPL finances, suitability of the WFC property and likely modifications needed for PWPL uses, staffing considerations, additional liability, and public perception. In the end, the committee does not believe that ownership of the WFC building is in line with the mission of PWPL. The sub-committee recommends that PWPL declines the offer to accept ownership of the property. **On a motion by Meyskens and seconded by Williams, the PWPL Board of Trustees moves to accept the sub-committee recommendation to decline the opportunity offered by the WFC.** As part of the subcommittee, Schmunk spoke about being on the committee and to the merits of the WFC facility, ultimately it was decided that absorbing this facility was not in line with taxpayer money and the mission of the library. The board felt the issue had been thoroughly investigated. **The motion is approved 5-0.**

#### **Other Business:**

a) MACC Update—at this time there are no updates of significance.

**Public Comment: none**

**Board Member Comment:**

- a) **Trustee Manual:** Review of Chapter 7, 2021 Edition. Nelson asked for an update on cyber security. MacDonald said he reviews the firewall and antivirus scans on a regular basis.
- b) Meyskens asked about logistics and costs of digital resources, which were discussed at length. Circulation and door count trends are being tracked, and final numbers for the fiscal year will be presented at the next Board meeting. Williams asked why the Teen Zone moved from the entryway to the previous AV area. Ingmire explained there had been plans to move the space in 2017, but the project was delayed—moving the Zone to where it currently stays brings more security, in addition to more space being needed for increased Teen programming.

**Adjournment: Steinhaus** made motion to adjourn, seconded by Nelson. The motion was approved 5-0. The meeting adjourned at 6:07PM.

Respectfully submitted,

Suzanne Williams  
Secretary

Upcoming Meetings

**Board of Trustees:**

**October 22, 2024**

**Board of Trustees Committee Meetings:**

n/a

**Township Advisory Council:**

**October 9, 2024**