

**Board of Trustees of the Peter White Public Library  
Regular Board Meeting  
Minutes  
Tuesday, October 22, 2024**

A regular meeting of the Board of Trustees of the Peter White Public Library was held on Tuesday, **October 22, 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; 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; Stephanie Garn, Technical Services Department Head.

**TAC Representatives Present:** Suzanne Standerford, Sands Township.

**Others present (online):** None

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

**The Minutes** of the September 24, 2024 Board Meeting were approved as amended on a motion by Meyskens and seconded by Nelson. The motion is approved 5-0

**Special Presentation – Heather Steltenpohl, Development Director.** Steltenpohl gave a presentation on the Development Fund and its role at the Peter White Library. The Development Fund is a separate 501c 3 Nonprofit organization from the library. She discussed a list of endowment, project, assistance, and programming funds, including their histories, current values, and how each operate in relation to the budget. Steltenpohl also gave updates on the Friends of the Library fundraising, their book sales, and weekly functions. Meyskens asked if there is a board for the Development Fund—Steltenpohl said there is, and explained how it is usually assembled. Meyskens also asked about the community aspect of the fund, and Steltenpohl explained the importance of staying engaged with the community in multiple ways.

**TAC Report: Suzanne Standerford, Sands Township.** Standerford presented information from the minutes of the last Sands Township meeting. She was able to verify that the Kona Hills campground off of US-41 is moving forward with construction. Road NNA off of 553 was renamed as Goodman Road. The Township has been having maintenance issues with the garbage truck, so trash pickup has been inconsistent. The Board of Light and Power is trying to obtain an easement for space behind the Kwik Trip gas station at the Crossroads, for installation of a new transmission device. The third Saturday of every month, the township holds a program for recycling of old computers and electronics at a site on 553. Schmunk asked about the specific location of township lines, in relation to the Raging River campground. Township lines were discussed at length.

**Financial Reports – including Approval of the Bills:** Goodwin addressed questions and comments related to the bills and financial reports. A motion was brought by Steinhaus and seconded by Meyskens to approve the bills for September 2024, in the amount of \$299,539.23. The motion is approved 5-0.

**Public Comment:** None

**Board Action Items:** None

**Other Business:**

- a) **Strategic Plan Update:** Ingmire gave updates on the progress of the Action Items in the strategic plan. Nelson asked for more information about the Peace or Reflection rooms and they were discussed at length, including the possibility of offering these spaces to library staff and the public. Meyskens asked what Ingmire’s longview for the future of libraries is, based on her recent attendance at statewide conferences. Ingmire said a major project continues to be addressing competing resources—such as digital materials, which can be costly—while maintaining the budget for all other library operations. Another ongoing project is gaining interest with, and providing services relevant to, the typical college aged demographic. Steltenpohl described how endowment funds can be created to address the evolving needs of the library, while also honoring the intent of the donation. MacDonald described how the varied options that digital resources present libraries with can honor the library’s mission. Ingmire spoke about the ways that libraries work with one another to create evolving programs and aspects of their facilities.
- b) **University of Michigan Survey Results:** Ingmire presented a portion of a Post Pandemic Library Survey that was taken by some of the library’s service population. Some findings include: active interest in the library being open on Sundays, borrowing of physical materials remaining the primary reason patrons use the library, customer service and materials are both highly rated, and major themes in what people would like to see go on, or be more accessible, in their community. Meyskens asked how building projects are prioritized, Ingmire said a formal list will be put together from various departments. MacDonald said that energy efficiency is also a major concern for many libraries, including Peter White. When addressing the low response rate of the survey, Schmunk suggested a survey method such as having a yes or no question of the week, and ways to make it easy for patrons to answer.
- c) **MACC Update:** Ingmire is in discussions with MACC about the ongoing public gallery program, with plans in the works for Peter White to staff the gallery, and the distribution of grant money from the State of Michigan. The name of the DEO Gallery itself is under discussion, in relation to the procedure through which PWPL spaces are named.

**Public Comment:** None

**Board Member Comment:**

- a) **Trustee Manual:** Review of Chapter 9, 2021 Edition: Intellectual Freedom.
- b) Meyskens commented on the cooperation with NMU’s Children’s Lit class, and the significant increase in library use.

**Adjournment:** Steinhaus made motion to adjourn, seconded by Nelson. The motion was approved 5-0. The meeting adjourned at 6:25PM.

Respectfully submitted,

Suzanne Williams  
Secretary

Upcoming meetings:	November 19, 2024
Upcoming TAC meeting:	January 8, 2025