

Board of Trustees of the Peter White Public Library
Regular Board Meeting
Minutes
Tuesday, November 19, 2024

A regular meeting of the Board of Trustees of the Peter White Public Library was held on Tuesday, **November 19, 2024** in the George Shiras III Room of the Peter White Public Library. The meeting was called to order by President Steve Schmunk at 5:02PM.

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

TAC Representatives Present: Barb Bradley, Skandia Township

Others present (online): Tom Bronken, Marquette Township; one member of the public online

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

The Minutes of the October 22, 2024 Board Meeting were approved on a motion by Steinhaus and seconded by Meyskens. The motion is approved 4-0.

Special Presentation – Bruce MacDonald, Assistant Director/IT Head. MacDonald gave a presentation on the current inventory of computers and general hardware on site at the library, for staff and public use. Wifi, network hardware, and general software are all up to date. Progress is being made on an app for patrons to navigate the library catalogue, events, and calendar. Since MacDonald's last report, staff computers, switches, and public computers have been updated. A new staff copier, installation of Windows 11 and Office 2024 on all PCs are next on deck. Digitization of the Mining Journal continues, and thanks to donors Polk Directories will be the new digitization target. Steinhaus asked about the possibility of checking out physical books using cellphones, MacDonald said, at this time, the library will continue to limit this capability to the on-site, self check-out kiosks. Meyskens asked what the library anticipates to be the major tech concerns and issues in the coming years. MacDonald discussed digital access, and explained how PWPL can receive tech support from Superiorland Library Cooperative. Williams asked if the wifi that reaches the parking lot is limited to use by library cardholders, MacDonald said it is not, but there are systems in place to monitor for inappropriate use and take action accordingly. Steinhaus asked if wifi stats have increased since NMU library has been closed, MacDonald said they are. Schmunk asked if staff who connect remotely are using PWPL machines or personal, MacDonald verified that they are using library owned machines.

TAC Report: Barb Bradley, Skandia Township. Bradley stated that the millage passed in Skandia Township, and that there were many tax proposals on the ballot in 2024. Skandia will be hosting a holiday celebration at the Community Center on December 20, which will include

a visit from Santa, music, and a parade. Bradley complimented the variety and quality of library programming offered throughout the year.

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 October 2024, in the amount of \$172,702.03. The motion is approved 4-0.

Public Comment: None

Board Action Items:

- a) **Board Meeting Dates 2025-** Previously the board adopted October 28, 2025, in the schedule of meetings. The proposed change would move the meeting to October 21, 2025, to allow for staff to attend the 2025 MLA Conference. **On a motion by Steinhaus and seconded by Meyskens, the PWPL Board of Trustees moves to change the October 2025 board meeting date to be October 21, 2025.** The motion is approved 4-0.

Other Business: None

Public Comment: None

Board Member Comment:

- a) Board Appointments for 2025 –Schmunk verified that a ballot proposal eliminating term limits for individuals serving on City Boards did not pass.
- b) **Trustee Manual:** Review of Chapter 10, 2021 Edition: Ingmire explained how the responsibilities of the library Board and Director are carried out according to the operating procedures outlined in the Trustee Manual.
- c) Schmunk asked if there was solid information on the drop in Facebook engagement numbers, Ingmire said that she was unsure and would check with Communications Staff. Steinhaus asked if Food for Fines is a program that needs to be renewed yearly, Ingmire verified the board adopted an ongoing Food for Fines program in November 2022. Steinhaus asked if the city has the capability to restripe the parking lot, as the current state of the lines creates confusion. Ingmire said there is no definite answer on this, PWPL has received one quote for resealing and striping the lot from a private vendor. Schmunk had a donor inquire if their donation can be targeted, for digital resources for example; administrative staff verified that donations can be targeted. Ingmire explained how physical and digital circulation stats are used to inform the budget percentages for respective resources. Meyskens asked how the budget for materials compared to the library budget as a whole. Ingmire reported that historically PWPL material expenditures have been low, this upsurge in digital resources is helping to bring that better in balance.
- d) Steinhaus asked if the Women’s Federated Clubhouse had reached out for assistance with using a room reservation system. Ingmire verified they had and were advised to look into the use of a google environment for managing this information. We are not able to help in that regard. Steinhaus also complimented the library Book Kits that are offered for patrons’ book clubs.

Adjournment: Steinhaus made motion to adjourn, seconded by Meyskens. The motion was approved 5-0. The meeting adjourned at 6:03PM.

Respectfully submitted,

Suzanne Williams
Secretary

Upcoming meetings: January 21, 2025
Upcoming TAC meeting: January 8, 2025