

Board of Trustees of the Peter White Public Library
Regular Board Meeting
Minutes
Tuesday, April 15, 2025

A regular meeting of the Board of Trustees of the Peter White Public Library was held on Tuesday, April 15, 2025 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; Kelsey Matthews, Interlibrary Loan Coordinator; Ben Sargent, Technical Services Assistant.

TAC Representatives Present: Beth Linna, Skandia Township; Laurel Kniskern, Marquette Township.

Others present (online): Natasha Lantz, West Branch Township.

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

The Minutes of the March 18, 2025 Board Meeting were approved as corrected, with a change of the signor from Williams to Schmunk, on a motion by Meyskens and seconded by Steinhaus. The motion is approved 4-0, with one abstention.

Special Presentation – Stephanie Garn, Technical Services Department Head. Garn gave a presentation on the life cycle of a book at Peter White, from ordering, cataloging, circulation and mending, to discarding/withdrawing. Williams asked about the average amount of mending that accumulates in Technical Services, Sargent said the number sits at one hundred or more at a time. Meyksens asked what the department's biggest challenge is, Garn said they are watching the emergent situation with IMLS funding closely. Schmunk asked about the ebb and flow of numbers that are attached to collection accumulation and loss, Ingmire said a lot of this can depend on stages of weeding that Youth and Adult Services may be at, and where current books in the collection fall within the criteria that dictate it would need to be weeded. Nelson asked for further information on the criteria, noting the free books table is often populated. Meyskens asked about the library capacity for shelving physical books, MacDonald and Ingmire estimated the library has about 20% of space remaining. Meyskens asked about royalties and cost for hard copy books, vs. digital content which does accrue per use costs. Ingmire said the cost of hard copy books is actually below market cost. Ingmire also discussed the difference between copy cataloguing, and original cataloguing when a unique file for an item and author need to be created.

TAC Report: Beth Linna, Skandia Township. Forty acres of property have been purchased by Skandia Township, near the baseball field, and they are in discussion as to what

recreational activities it will be used for. Fitness classes and Friday Coffee Hour have resumed at the recreation center.

Financial Reports – including Approval of the Bills: Goodwin addressed questions and comments related to the bills and financial reports. Ingmire and Goodwin will be meeting with a representative from Mark Aho, at the end of April, to discuss market activity. Nelson suggested the Board of Trustees be given an opportunity to join the meeting. A motion was brought by Steinhaus and seconded by Nelson to approve the bills for March 2025, in the amount of \$149,534.80. The motion is approved 5-0.

Public Comment: None

Board Action Items:

- a) ***Superiorland Library Cooperative (SLC) – Board Appointment.*** In June 2023, the Board of Trustees appointed Anne Donohue to the Superiorland Library Cooperative (SLC) Board of Trustees for a term ending September 30, 2025. At the time of that appointment SLC was reorganizing the board structure, instituting elections for voting members, and staggering terms. As a result, Anne's last term was for less than a normal three-year term. During her time on the SLC board Anne has served as a voting member, first by default and then by election of the membership. She is currently the board chair, a member of the personnel committee, and is leading the search committee for a new SLC Director. Anne has agreed to serve another term which would end on September 30, 2028. **On a motion by Meyskens and seconded by Steinhaus, the attached resolution is approved 5-0.**

Other Business:

- 1.) **Personnel Manual Committee Update:** At the February 18, 2025, board meeting a subcommittee (Andrea Ingmire, Bruce MacDonald, Jamie Goodwin, Joe Meyskens, Suzanne Williams) was formed to help PWPL Administrative Staff review the Personnel Manual prior to sending off for legal review. The Committee has met three times since February, to review the manual. All Sections through H have been evaluated. There are three additional meetings scheduled for April, with the goal of sending the final draft to the Attorney at Kendricks Bordeau by May 1. The subcommittee, is hopeful the board can receive this document for a first reading at the May 20, 2025 meeting. Steinhaus asked for clarification on whether or not the City of Marquette attorney is used for official Peter White documents, it was verified that attorney cannot be used.
- 2.) **Strategic Planning Committee Update:** At the February 18, 2025, board meeting a subcommittee (Andrea Ingmire, Bruce MacDonald, Heather Steltenpohl, Sarah Rehborg, Stephanie Garn, Steve Schmunk, Lori Nelson, Natasha Lantz (TAC), and Kerrie Heikes (TAC)) was formed to begin working on the PWPL Strategic Planning process. The next meeting was set for April 30 from 1:00PM-2:30PM in the Shiras Room.

Public Comment: Natasha Lantz commented on the quality of the presentation Ingmire gave at the most recent West Branch and Skandia Township joint meeting.

Board Member Comment:

- a) **Carol Steinhaus Presentation:** Steinhaus reflected on the changes and developments at Peter White Public Library, during her ten years serving on the Board of Trustees.
- b) **Trustee Manual – 2021 Edition, Chapter 14, Libraries and the Law.**
https://www.michigan.gov/documents/libraryofmichigan/LM_TrusteeManual_2020_7_03765_7.pdf. The Laws mentioned in this chapter are not national, they are specific to Michigan libraries. Steinhaus asked if there was an update on the state of the Interlibrary Loan Service, as affected by recent federal budget cuts. Ingmire said the Library of Michigan is holding a meeting on April 24, during which Michigan libraries will receive an update on this topic.

Adjournment: Steinhaus made motion to adjourn, seconded by Meyskens. The motion was approved 5-0. The meeting adjourned at 6:13PM.

Respectfully submitted,
[signed by Steve Schmunk 5/20/2025, signature removed for posting]

Steve Schmunk, President, on behalf of
Suzanne Williams
Secretary

Upcoming meetings: **May 20, 2025**

Upcoming TAC meeting: **July 9, 2025-Joint Meeting with Board of Trustees**