Board of Trustees of the Peter White Public Library
Regular Board Meeting
Minutes
Tuesday, May 20, 2025

A regular meeting of the Board of Trustees of the Peter White Public Library was held on Tuesday, **May 20, 2025** in the George Shiras III Room of the Peter White Public Library. The meeting was called to order by President Steve Schmunk at 5:00PM.

Members Present: Steve Schmunk, President; Lori Nelson, Member; Joe Meyskens, Member; Heather Addison, Member.

Members Excused: Suzanne Williams, Secretary

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; Ben Sargent, Technical Services Assistant; Amanda Pierce, Teen Services Coordinator.

TAC Representatives Present: Paul Marin, Marquette Township, Laurel Kniskern; Marquette Township.

Others present (online): None

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

The Minutes of the April 15, 2025 Board Meeting were approved as corrected on a motion by Meyskens and seconded by Nelson. The motion is approved 3-0 with one abstention.

Election of Officers: Steve Schmunk presented a slate of Board Members, Suzanne Williams to remain as Secretary, and himself as president. Schmunk called for any members to volunteer for these positions if interested, none came forward. The election of officers was approved on a motion by Addison and seconded by Nelson. The motion is approved 4-0.

Special Presentation – Kathryn Pelton - Anderson, Tackman & Company, PLC. Pelton provided the Board with the audit packet for review. The yearly audit follows a risk based, as opposed to itemized, approach. The audit also includes a summary, which would include any areas of concern if applicable to that year. Meyskens asked how expenditure overages and deficits are addressed by the audit, Pelton discussed at length. Schmunk asked for clarification on the wording in the copier lease portion, Pelton confirmed costs are related to total library copiers, not a single copier.

TAC Report: Paul Marin, Marquette Township. Marin presented Laurel Kniskern as Tom Bronken's replacement on TAC. The township's goal is to have at least one of their members present at each library board meeting.

Financial Reports – including Approval of the Bills: Goodwin addressed questions and comments related to the bills and financial reports. Goodwin met with Mark Aho Financial to check the status of investments, he gave reassurance all is in good standing. Funding is ahead of schedule at 70%. Meyskens asked about the presence of a past Board member's name on current financial statements, Goodwin confirmed that the entity has been contacted multiple times for its removal. Schmunk asked about the way in which designated donations are listed in reports, Goodwin confirmed that these are estimates as donations are coming in, in multiple forms, at all times. A motion was brought by Nelson and seconded by Addison to approve the bills for April 2025, in the amount of $190,484.80. The motion is approved 4-0.

Public Comment: None

Board Action Items:

a) *Grounds projects 2025 General Trust Fund –sealing parking lot, benches in gardens.*
In January 2025 the Finance Committee reported to the board regarding short-term and long-term building projects that are coming up. One of those initiatives is a collection of grounds projects including: numerous sidewalk repairs and filling of parking lot walkway beds, sealing and striping of parking lot, and replacement of benches in garden. Following the thresholds set forth in the MGT-10 Purchasing Policy, the board will likely not need to approve bids below a certain amount. However, the Administrative Staff would like board approval to use the General Fund Trust funds to pay for these projects.
Seasonal management of the walkway beds, especially in relation to water/ice runoff and patron safety, was discussed at length. It was determined that filling the beds is still the best option, as the current pea gravel is not sustainable, and the previous landscaping did not last. PWPL is hoping to have all RFP information for parking lot restriping, by the June board meeting, as well as hoping to have the outdoor benches repaired by the end of the year. Maintenance staff has proposed handling the bench repairs themselves, and with board approval can proceed with determining project cost.
Ultimately, it was decided by the board that the Grounds Project 2025-General Trust Fund board action item be delayed until they have all more information on total project costs.

Other Business:

a) Strategic Plan Subcommittee Update: At the February 18, 2025, board meeting a subcommittee was formed to begin working on Phase 2 of the PWPL Strategic Plan. Members of this committee: Andrea Ingmire, Heather Steltenpohl, Sarah Rehborg, Stephanie Garn, Steve Schmunk, Lori Nelson, Natasha Lantz (TAC), and Kerrie Heikes (TAC). The committee met on April 30, 2025 and decided to move forward with an RFQ which is attached. The committee also decided to meet on June 16, 2025 to review all quotes prior to the PWPL Board meeting on June 17, 2025. The committee will make a recommendation to the PWPL Board at the June meeting regarding the next steps in this process.
b) Cement Work Update: discussed at length with the pending board action item.
PWPL Administrative Manual and Social Media Update: will be discussed at June meeting as changes were suggested by the lawyer. The committee will reconvene in the interim to review and make necessary changes.

Public Comment: None

Board Member Comment:

a) Trustee Manual: Review of Chapter 1, 2021 Edition: Ingmire gave an overview of trustee rights, responsibilities, and bylaws. She explained how the PWPL Friends group functions, as the standard operations of each Friends entity is unique for each library.
b) Schmunk asked about internet access points outside the library (since the funds to provide that came from a covid era program) and their potential to be affected by federal funding cuts. MacDonald said the cost for PWPL to continue to provide that service, should it come to that, would be relatively low.
c) Meyskens commented on the years of service reflected by the current staff roster and has been encouraged by the emphasis on cross training, for the future of the library. The presentation of data in a digestible format was also discussed at length. Meyskens also highlighted the library participation in the Gather to Grow food program. The functionality of the MyLibro digital program was also discussed at length.
d) Nelson commented on Adult Services' Amy Salminen's participation in NMU's mentor program.
e) Schmunk asked if there have been any noticeable funding changes since the last meeting. Ingmire said overall there have not been, but the IMLS dismantling has been stalled by an active lawsuit, which could potentially bring their staff back onsite.

Adjournment: Nelson made motion to adjourn, seconded by Addison. The motion was approved 4-0. The meeting adjourned at 6:40PM.

Respectfully submitted,

[redacted]

Steve Schmunk
President

Upcoming Meetings

Board of Trustees:	June 17, 2025
<u>Board of Trustees Committee Meetings</u>	
Strategic Plan Committee:	June 16, 2025
Township Advisory Council – Joint meeting with PWPL Board:	July 9, 2025