Board of Trustees of the Peter White Public Library
Regular Board Meeting
Minutes
Tuesday, June 17, 2025

A regular meeting of the Board of Trustees of the Peter White Public Library was held on Tuesday, **June 17, 2025** in the George Shiras III Room of the Peter White Public Library. The meeting was called to order by President Steve Schmunk at 5:03PM.

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

Members Excused: Heather Addison, 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; Melissa Alan, Circulation Department Head; Sarah Rehborg, Youth Services Department Head; Ben Sargent, Technical Services Assistant; Maggie Barch, Circulation Assistant Department Head; Stephanie Garn, Technical Services Department Head (online); Amanda Pierce, Teen Services Coordinator (online.)

TAC Representatives Present: Barb Bradley, Skandia Township; Laurel Kniskern, Marquette Township; Natasha Lantz, West Branch Township (online).

Others present: None

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

The Minutes of the May 20, 2025 Board Meeting were approved, with edits, on a motion by Meyskens and seconded by Nelson. The motion is approved 3-0, with one abstention.

Special Presentation – Melissa Alan, Circulation Department Head. Alan gave an update on the Circulation Department. She summarized what a typical hour of working at the Circulation Desk might look like. Since last year, the library registration card has been streamlined, as well as branded email notifications. Circulation has helped in the rollout of the SLC mobile app, which features a scannable bar code which can be used in place of a physical card. Alan also gave context for some of the statistics, the library tracks including building use and book checkouts. Some goals for improvements over the next year include a patron experience manual, examining services in rural areas, and reviewing collection use policies. Schmunk asked about the popularity of Library of Things, Alan said circulation for those items runs between 20-40 checkouts per month. Meyskens asked what challenges Alan foresees in the near future, she said there will continue to be attention on how the library can serve aging patrons who may have mobility, vision, and transportation barriers. Kniskern complimented the improvements on the way the Circulating Art collection is displayed and checked out.

(ESTA) is still under review. The attorney was not able to get that back in time for this meeting. PWPL is in compliance with ESTA, what is under question is how to present this in the manual. Meyskens asked for an update in regard to the recently passed ESTA (Law. Ingmire said the goal is to find a balance between meeting the minimum, which PWPL already does in regard to this law, and having to completely redo the way PWPL addresses PTO. Meyskens asked if it would be possible to consult the City on how they handle implementation, Ingmire said their structure is different from PWPL. Other additions since review from the attorney include ADA information, pregnancy accommodation notice, defining and setting a training period for new staff, and the procedure for creating a benefit summary. Meyskens requested clarification on the Release of Record to Third Parties section, in regard to subpoena, Ingmire said information that falls under the Library Privacy Act would not be subject to subpoena. Schmunk clarified that the pregnancy accommodation does follow FMLA but summarized in a way that would be easy to reference by staff. No action, first reading.

Other Business:

a) Standing Board Committees: Standing committees of the PWPL Board of Trustees include Finance, Personnel, and Investment. The charge for each committee is set forth in the board by-laws.
   a. Finance Committee includes 2 board members and meet annually typically during budget development. 24/25 finance committee members were Steve Schmunk and Joe Meyskens.•
   b. *Personnel Committee includes 2 board members and holds meeting on an as needed basis. This occurs when wages are being discussed and if major personnel issues take place. 24/25 personnel committee members were Lori Nelson and Carol Steinhaus•
   c. Investment Committee includes 1 board member and meets annually to review investments. 24/25 investment committee member was Lori Nelson.

   Nelson asked how Investment Committees have been handled historically, Ingmire said this committee is new and does not have much precedent. Goodwin explained that the committee itself is not handling individual investments, that is managed by the outside entity Raymond James, who in turn follows the PWPL investment policy. Schmunk verified that it is the policy the committee reviews to make sure it is still suitable for the library's goals. Nelson will serve on the Investment Committee. Meyskens and Schmunk will continue on the Finance Committee. Nelson will serve on the personnel committee and the library director will ask board member Addison if they wish to join this committee, if not then Williams will serve as a member of the personnel committee.

b) Bench Update: the repairs of the benches at the Front Street entrance are going as planned.

c) Budget FY25-26 Work Session: Numbers should be in by early July, and PWPL is hoping to present this budget at the August 2025 Board Meeting. Ingmire suggested there be a budget work session ahead of this presentation, meeting date TBA based on member and staff availability.

Public Comment: Maggie Barch asked the Board to review the dress code section of the personnel manual.

TAC Report: Barb Bradley, Skandia Township. Both the baseball fields and new playground have been very busy. Bradley complimented the Friends of the Library on the excellent selection of books in their store.

Financial Reports – including Approval of the Bills: Goodwin addressed questions and comments related to the bills and financial reports. A motion was brought by Nelson and seconded by Williams to approve the bills for June 2025, in the amount of $166,574.06. The motion is approved 4-0.

Public Comment: Natasha Lantz, TAC, said she would be presenting the information from tonight's meeting at the West Branch Township meeting taking place the same evening.

Board Action Items:

a) ***Cement Project Bids-*** In accordance with the PWPL MGT 8 – Purchasing Policy an RFP for this project was posted on May 22, 2025 with a submission deadline of June 11, 2025. The responding bids were as follows: Parker and Sons Contracting at $82,900, Closner Construction & Sales Inc at $63,160. Staff have reviewed the bids as presented and feel that Closner Construction and Sales should be awarded the project due to costs and previous positive work with PWPL. It has been proposed that use of General Fund Trust will fund this project. These bids reflect costs if staff are to remove the pea gravel that currently resides in the beds. Ingmire proposed a 10% contingency be added to the motion, in the case professionals would remove the gravel instead. Nelson asked if there might be an issue with runoff when the beds are filled in, Ingmire verified an engineer from the City of Marquette had been consulted, and they do not feel runoff will be an issue. On a motion by Nelson and seconded by Meyskens, **The Board of Trustees of the Peter White Public Library moves to accept the proposal from Closner Construction & Sales Inc for the Grounds Concrete Repair Project to be paid for by the General Fund Trust, with an additional ten percent contingency.** Williams asked about potential start dates and gravel removal deadlines, Ingmire said those will be established when a bid is selected and approved. Schmunk inquired where the current balance of the General Trust Fund stands, Goodwin said it is at $295,000. **The motion is approved 4-0**

b) ***Budget FY24/25- Adjustments -*** Finance Director, Jamie Goodwin, has reviewed the current fiscal year budget and provided a budget amendment for board review. Notes of changes are provided in the attached document and in summary as follows: revenue increases include Small Taxpayer Exemption Loss of $9,028 and Township Contract Revenue back taxes estimated increase of $42,000. Also noted are increases in room reservation revenues, insurance claim funding from the January 20th HVAC leak, and the State of Michigan Arts and Culture grant for the Public Gallery Program. In addition, the library has received designated donations for programming and materials this year of nearly $38,000. Designated donation funding includes Friends of PWPL requests. Increased expenditures of note include a rise in the unemployment rate, additional full-time position, battery backup replacement and other building repair projects, expenditures of designated donation lines for programming and materials, and grant expenses. As a net positive in expenditures is the low gas usage. Budget revenues and expenses have been confirmed to be in balance, with an increase in budget of $104,408 for a total budget of $2,403,463.00. Includes a reserve amount of $55,456, an increase of $46,258 from the initial budget proposal. On a motion by Meyskens and seconded by Nelson, **the Board of Trustees of the Peter White Public Library moves to approve**

the budget amendments as presented. Schmunk asked for clarification on the differences in the Public Art Gallery Grant lines, Ingmire said one line reflects the grant itself, and the other factors in wages for staff help with this project. He also about a difference in building costs, which this year reflect, per Goodwin, the $5,000 deductible for the HVAC issue this past spring, as well as the new Facilities Assistant Department Head taking on more projects in that department. Schmunk asked for clarification on the reserves line of the budget, Goodwin said this is a placeholder for any additional revenue that may need to be reported at the end of the year, not a "reserve revenue" fund that is planned for ahead of time. Meyskens asked how changes to Federal funding will impact library grants. NEA Big Read grant will likely not be available in the upcoming year, but PWPL was not planning to apply for it either. However, the Public Gallery Program Grant will likely not be available and we were planning to apply for that funding from the State MACC office. He asked if they foresee any other grants being affected by federal money, Ingmire and Goodwin concur that no, it is possible on a state level, but not with this PWPL budget on hand. **The motion is approved 4-0**

c) ***Strategic Planning Committee Report -*** The Strategic Plan Committee met on June 16, 2025 to review quotes from the RFQ. The committee recommends that PWPL manage the updated Strategic Planning Process guided by Heather Steltenpohl and not hire an outside consultant for the full process. They recommend hiring a local consultant to run the focus group sessions. A motion was made by Williams and seconded by Meyskens, **the Board of Trustees of the Peter White Public Library moves to adopt the recommendation of the Strategic Planning Committee as presented.** Nelson addressed the initial $14,000 that had been proposed for the committee's expenses, saying that ultimately the committee decided the figure was too high; minor expenses, such as focus group facilitation, will be requested from the Friends. Steltenpohl, who will be steering the planning committee, is creating surveys for the public, and there are plans for community focus groups conducted by an entity outside the library, both of which have, historically, yielded concrete and diverse feedback for the library. **The motion is approved 4-0**

d) ***MGT 5.2 Social Media Policy-*** As social media continues to be a way to connect and communicate library messages it is important that PWPL has a social media presence. However, there should be a policy in place that regulates to some degree what is considered appropriate behavior from the public on our social media platforms. A draft Social Media policy was reviewed by an attorney at Kendricks Bordeau on behalf of PWPL. Meyskens asked how potential problems are tracked, Ingmire said that multiple staff screen notifications. The necessity of this policy was discussed at length, with respect to things that have occurred historically, and are likely to occur moving forward. Williams asked if a poster is notified when their post is removed, this will be tested out by PWPL staff. Schmunk suggested rewording the section about political posting to be more specific. Meyskens asked how this policy was formulated, Ingmire said other libraries were consulted, in addition to attorney review during formulation. No action, first reading.

e) ***Administrative Manual -*** In February 2025, the Board of Trustees formed a subcommittee to assist PWPL Administrative Staff in Administrative Manual review prior to sending it off for legal evaluation. The Committee consisted of Andrea Ingmire, Bruce MacDonald, Jamie Goodwin, Joe Meyskens, and Suzanne Williams. The manual was reviewed in full and sent to PWPL Attorney at Kendricks Bordeau on April 25, 2025. On June 2, 2025 PWPL Administrative Staff met with the attorney to discuss changes he suggested be made to the manual. Information related to the Earned Sick Time Act

Board Member Comment:

a) **Trustee Manual:** Review of Chapter 2, 2021 Edition: Bylaws. Bylaws are a guide for the board and determine the structure of the board meetings.

Adjournment: Nelson made motion to adjourn, seconded by Meyskens. The motion was approved 4-0. The meeting adjourned at 6:55PM.

Respectfully submitted,

[redacted]

Suzanne Williams
Secretary

Upcoming meetings: Joint Board of Trustees and TAC Meeting July 9, 2025