

**Board of Trustees of the Peter White Public Library
Regular Board Meeting
Minutes
Tuesday, August 5, 2025**

A regular meeting of the Board of Trustees of the Peter White Public Library was held on Tuesday, **August 5, 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; Lori Nelson, Member; Joe Meyskens, Member; 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.

TAC Representatives Present: Paul Marin, Marquette Township

Others present (online): None

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

The Minutes of the June 17, 2025 Board Meeting were approved on a motion by Nelson and seconded by Meyskens, the motion is approved 4-0, with one abstention. The Minutes of the July 9, 2025 Joint Meeting with TAC, and the July 30, 2025 Budget Work Session, were approved, with one amendment (the July 9 meeting ended at 6:12PM) on a motion by Addison and seconded by Nelson. The motion is approved 5-0.

Special Presentation – None

TAC Report: Paul Marin, Marquette Township. Marin mentioned that at the TAC meeting members had suggested there be a library presence at township events over the course of the year.

Financial Reports – including Approval of the Bills: Goodwin addressed questions and comments related to the bills and financial reports. Goodwin noted an increase in June payments, as both a one-time battery backup purchase, and a yearly fee to Bibliotheca were both paid for. A motion was brought by Meyskens and seconded by Addison to approve the bills for June and July of 2025, in the amount of \$188,899.20 for June, and \$158,582.35 in July. Meyskens asked for the status of the budget, Jamie said the library is at 78% which is on track for a typical fiscal year. The motion is approved 5-0.

Public Comment: None

Board Action Items:

- a) ***Fee Schedule FY2025/2026***- One change is recommended for the FY2025/2026 Fee Schedule. This is the addition of Studio #1 room rental rate of \$25/4-hours and \$10/hr for each hour thereafter. This is the same rate as the Community Room due to customization of setup and room size. On a motion by Williams and seconded by Addison, **the Board of Trustees of the Peter White Public Library moves to approve the proposed Fee Schedule for FY2025/2026.** The board agreed the fees are reasonable for the services provided. Meyskens asked how room availability is currently, Richmond Garrett said the rooms are being fully utilized due to both what we offer, and groups being willing to look at multiple dates for meetings and events. **The motion is approved 5-0**
- b) ***Carroll Paul Trust Budget FY2025/2026*** - The Carroll Paul Trust Fund is used to support music programming, collections, and related staffing at the Peter White Public Library. Each year PWPL adopts a budget for the Carroll Paul Trust Fund. As these funds are invested in the stock market, the balance can vary widely. Following a policy using a five-year lookback for determining withdrawal ensures there are consistent revenues despite market value. Meyskens asked if the fees shown are typical, Ingmire and Goodwin verified they are from year to year. Addison asked about the name on the Raymond James account reflecting Helen Longyear Paul, not Carroll, Steltenpohl said the fund was given in memory of Carroll Paul by Helen, that history can be found in MGT-10 Investment Operations Policy. On a motion by Meyskens and seconded by Nelson, **the Board of Trustees of the Peter White Public Library moves to approve the Carroll Paul Trust Fund Budget FY2025/2026 as presented. The motion is approved 5-0**
- c) ***Operating Budget FY2025/2026 Budget***- The FY25/26 budget was reviewed by the board of trustees at the budget work session held on July 30, 2025. Notes regarding specific line items can be found in the budget spreadsheet, along with general considerations on revenues and expenditures included in the Board Packet. Goodwin and Ingmire discussed changes in what had initially been presented to the Board in the July 2025 meeting. On a motion by Meyskens and seconded by Nelson, **the Board of Trustees of the Peter White Public Library moves to approve the Operating Budget for FY25-26 as presented.** Schmunk clarified the meaning of the Small Taxpayer Exemption Loss line. State revenue sharing was also discussed at length. Meyskens asked for clarification on changes with way the programming and materials will be funded in the coming year. Ingmire explained that the Friends and Donors have a desire to be involved with programming and materials, which would benefit the budget as well. Endowment fund lines were discussed at length. Steltenpohl explained the way the distributions can be designated at their beginning. Ingmire talked about how the library decides what needs to be its own line item in the budget. Schmunk asked if there would be any additional changes, even if the Board approves this Operating Budget. Goodwin said it is not unusual to have to submit an amended budget later in the fiscal year, and that thresholds for the amendments can depend on the amount and intention. **The motion is approved 5-0**
- d) ***Superiorland Library Cooperative Board Election***- As members of the Superiorland Library Cooperative (SLC) PWPL has the opportunity to appoint a representative to the SLC Board of Directors. Anne Donohue has been the PWPL board appointee and her term ends September 30, 2028. While each library can appoint a representative to the board, the Superiorland Library Cooperative Voting Board is composed of nine

members who are elected from the total board. To give fair opportunity for voting capabilities the cooperative is divided into three groups, each group elects their voting members from a pool of candidates. PWPL is a member of group 2 which has one candidate this year, Anne Donohue. 2025-2026 Superiorland Board of Directors Candidates Group #1 Daryl Orr, Superior District Library Group #2 Anne Donohue, Peter White Public, and Library Group #3 Lakin Ozzello, Wakefield Public Library. On a motion by Nelson and seconded by Meyskens, **the Board of Trustees of the Peter White Public Library votes for Anne Donohue to serve on the Superiorland Library Cooperative Voting Board.** The resolution is attached. **The motion is approved 5-0**

- e) **Furniture Purchase-** The MACC transition has resulted in the need for additional meeting room tables and chairs. Quotes for 20 flip top tables and 50 hard-mold plastic chairs have been requested from three reputable vendors: KI, Custer, and Library Design Associates. Flip top tables on casters are rather expensive, but they make setup of rooms a smooth process. PWPL will retain the current folding tables for use during programs that are messy, art classes, and when the other tables are already being used. A combination of two vendors will get the best price, 20 assembled and installed tables from KI (\$18,209.35) with chairs from Custer (\$5,330.83). Total cost \$23,540.18. The request before the board is how to pay for them. It is possible that there will be enough of a year-end operating budget surplus to pay for this furniture, but that is not guaranteed. Generally, the library puts surplus operating funds to help offset MERS liability, paying for furniture from the budget surplus would reduce or eliminate this option. A one-time capital expenditure such as this would be an appropriate use of the General Fund Trust. Ingmire spoke about the importance of safety and quality when purchasing chairs and tables for public use. Meyskens asked for clarification on the MERS payment that might be affected, Goodwin verified the standard payments are unaffected, it would only be the possibility for a surplus payment which is made only when funds are available. Addison spoke in favor of using the general fund trust, and not out of the surplus fund alone, as both MERS and furniture for public spaces count as investments. On a motion by Addison and seconded by Nelson, **the Board of Trustees of the Peter White Public Library moves to approve the use of General Fund Trust to pay for tables and chairs for the lower-level meeting rooms.** The motion is approved 5-0

Other Business:

- a) **Strategic plan update** – A draft survey is being reviewed by staff, the public survey will go out after Labor Day and will close October 11. Phone interviews with public members who volunteer, in addition to the survey, will contribute to the strategic plan. The committee hopes to have all feedback collected by the October Board meeting. Focus group types for feedback still need to be established by the Strategic Planning committee. All activity is on track for the official Strategic Plan to be approved at January 2026 Board meeting.

Public Comment: None

Board Member Comment:

- a) **Trustee Manual:** Review of Chapter 3, 2021 Edition: Policies.
b) Nelson asked how turnover and hiring overtime is tracked. Ingmire began tracking this back to 2018 and will send her findings to the Board. Schmunk asked about the Activity

Plan information from the Library Director report, Ingmire gave an update that there has been an interest in all-staff meetings, which will now be held monthly, an opportunity for staff to connect with people from other departments. The department head meetings have been split into supervisor meetings.

Standing Reports: The Gather to Grow program was moved to the lower level of the library, in hopes of being able to accommodate more participants, which it has. There is also an opportunity for the program to be offered additional days of the week in the future.

Adjournment: **Meyskens** made motion to adjourn, seconded by Nelson. The motion was approved 4-0, with one abstention (Addison excused early). The meeting adjourned at 6:16 PM.

Respectfully submitted,



Suzanne Williams
Secretary

Upcoming meetings: September 30, 2025
Upcoming TAC meeting: October 8, 2025