

Board of Trustees of the Peter White Public Library
Regular Board Meeting
Minutes
Tuesday, September 30, 2025

A regular meeting of the Board of Trustees of the Peter White Public Library was held on Tuesday, **September 30, 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: None

Others present (in person or online): None

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

The Minutes of the August 5th, 2025 Board Meeting were approved on a motion by Meyskens and seconded by Nelson. The motion is approved 5-0.

Special Presentation – None

TAC Report: None

Financial Reports – including Approval of the Bills: Goodwin addressed questions and comments related to the bills and financial reports, noting that the concrete and parking lot vendors were paid in August. A motion was brought by Nelson and seconded by Addison to approve the bills for August 2025, in the amount of \$289,475.49. Schmunk asked where the General Fund Trust balance of \$237,538.60 could be found in the financial statements. Goodwin explained that the number can be found in the Raymond James statement as well as the Balance Sheet by adding Investment in Securities (\$235,138.15) and Cash – Money Market (\$2,400.45). The motion is approved 5-0.

Public Comment: None

Board Action Items:

- a) **Year End Budget Amendments FY2024/2025-** At the close of FY24/25, the budget reflects a sufficient balance to allow for a \$50,000 surplus payment to MERS in support of long-term retirement obligations. In addition, approximately \$16,800 will be added to the library's fund balance, further strengthening financial stability. Total unassigned fund balance as recorded September 30, 2024 audit was \$681,080. On a motion by Meyskens and seconded by Nelson, **the Board of Trustees of the Peter White Public Library moves to approve the Year End Budget Adjustments for FY2024/2025.**

Meyskens asked if there are employees not currently enrolled in MERS, Ingmire said the MERS benefit is only available to full-time staff. Goodwin said PWPL is funded 71% through MERS, which is average to above average. Schmunk asked which fund was used for the August repairs, Goodwin said the General Fund Trust was used. **The motion is approved 5-0**

b) Union Contract Adoption -AFSCME Bargaining Agreement 10/1/25 – 9/30/28

AFSCME held a membership meeting on September 5, 2025, and the contract changes were approved by membership vote on September 9, 2025. The PWPL Board Personnel Committee convened on September 10, 2025, to review the updated AFSCME contract and recommends approval of this updated contract addressing the following. Clarified guidelines for union activity during library time. Extended probationary period for new hires from 90 to 180 days. Bereavement extended to three working days. Comprehensive rewrite of PTO policy which exceeds ESTA requirements and is tied to actual hours worked. Implemented a 6% increase to stepped wage scale, standardized Assistant Department Head pay grade, and adjusted Facilities Manager wages to reflect responsibilities. A letter of agreement ensures the current PTO schedule remains in place until the new system begins January 1, 2026. Contract includes a wage reopener for FY26/27 and FY27/28. The proposed wage adjustments will result in an estimated increase in wage expenditure of approximately \$56,000 for union staff. Changes to PTO will result in an increased PTO accumulation for all staff with more than one year of service. On a motion by Addison and seconded by Nelson, **the Board of Trustees of the Peter White Public Library moves to approve the AFSCME contract effective October 1, 2025-September 30, 2028.** Meyskens asked how PWPL wages compare to other libraries. Ingmire and MacDonald presented statistics in which PWPL is wage competitive compared to other local libraries and across the state. Meyskens also asked about the wage reopener date, Ingmire said AFSCME usually sends notices each June. Schmunk also asked about insurance increases in the near future, Goodwin said is not certain yet, but is being anticipated. **The motion is approved 5-0.**

c) Wages-Administration and Pages- The PWPL Board Personnel Committee convened on September 10, 2025, to review compensation for administrative staff and Library Pages for FY25/26. In seeking to maintain equity in wage increases across staff groups, the Committee has noted that administrative staff are at a disadvantage, as their positions do not include a structured wage step scale. By contrast, in October 2023, the union wage scale was implemented, providing a ten-year progression of step increases. Administrative staff have not received an equivalent model, resulting in comparatively smaller long-term adjustments. To address this disparity, the Personnel Committee recommends that administrative staff receive a wage adjustment consisting of a \$0.25/hour increase in addition to a 6% increase, effective October 1, 2025. Library Pages are currently compensated at minimum wage, which will rise to \$13.29 per hour on January 1, 2026. The Personnel Committee recommends implementing this increase early, effective October 1, 2025, to align with all other staff wage adjustments. The proposed wage adjustments will result in an estimated increase of approximately \$13,750 for administrative staff and \$3,500 for Library Pages. On a motion by Nelson and seconded by Meyskens, **the Board of Trustees of the Peter White Public Library moves to approve a wage adjustment for administrative staff consisting of a \$0.25 per hour increase plus a 6% increase, and to approve a wage adjustment for Library Pages to reflect the upcoming minimum wage of \$13.29 per hour.** Both adjustments shall take effect on October 1, 2025. Meyskens asked if administrative staff is being paid competitively, Ingmire said that there has been

imbalance in the pay structure over time, due to lack of step increases that union members automatically receive, that administrative has not, and that on a local level those wages may be falling behind similar positions at other jobs. Meyskens brought up need to plan for this in the future. PTO and benefits for full-time staff were discussed at length. **The motion is approved 5-0**

- d) **Wages-Library Director-** The PWPL Board Personnel Committee convened on September 10, 2025, to review compensation for the Library Director for FY25/26. It is the intent of the Personnel Committee to align the Library Director's compensation with that of the administrative staff. Given uncertain projected revenues, the proposed FY25/26 budget includes a 3% wage increase for the Library Director. To limit wage expenditures, the Committee recommends implementing the 3% increase for the Library Director effective October 1, 2025. Should sufficient funding be available in September 2026, the Committee further recommends issuing the difference between the 3% increase and the administrative staff adjustment, totaling \$3,218.80, as a one-time lump sum payment prior to the close of FY25/26. This payment shall not result in a change to the Library Director's base wage. Compensation adjustments for FY26/27 shall be calculated from the salary established on October 1, 2025. Fiscal Effect: The proposed wage adjustment will result in a maximum increase of \$5,886.40. On a motion by and seconded by, **the Board of Trustees of the Peter White Public Library moves to approve the Library Director receiving a 3% wage increase effective October 1, 2025, with a one-time lump sum of \$3,218.80 to be issued in September 2026 if funding permits.** Williams asked how it will be determined if funding permits. Addison explained that the committee operates with the knowledge that all figures within the actual budget are conservative. Predictions for the results of the 2025/2026FY budget were discussed at length. **The motion is approved 5-0**

Other Business:

- a) **Strategic plan update:** As of September 25, 2025 PWPL had 250 submissions returned, with a goal of matching 354 submissions from the last survey. So far survey results have provided evidence of community support and positive experiences with PWPL services, and requests for Sunday/extended hours. More information on the surveys will be presented at the October board meeting.

Public Comment: None

Board Member Comment:

- a) **Trustee Manual:** Review of Chapter 4, 2021 Edition: Planning
b) Schmunk asked about the cap on digital resources in regard to budget. Goodwin said the subsidy for Hoopla/Kanopy/Libby provided by the co-op will end on December 31, 2025. Discussions are underway on how to manage this change and control cost, several of which Ingmire discussed at length. Per tracked statistics, use of these services is rapidly increasing.
c) The tracking of staff rosters and turnover was discussed at length.

Adjournment: Nelson made motion to adjourn, seconded by Addison. The motion was approved 5-0. The meeting adjourned at 6:26 PM.

Respectfully submitted,


~~Suzanne Williams~~ Steve Schunk
~~Secretary~~ President

Upcoming meetings:

Board of Trustees: October 21, 2025

Board of Trustees Committee Meetings: n/a

Upcoming TAC meeting: October 8, 2025