

Board of Trustees of the Peter White Public Library
Regular Board Meeting
Minutes
Tuesday, October 21, 2025

A regular meeting of the Board of Trustees of the Peter White Public Library was held on Tuesday, **October 21, 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; 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.

Respectfully Excused: Suzanne Williams, Secretary; Heather Addison, Member.

TAC Representatives Present: Eve Lindsey and Jan Raskin, Chocoy Township.

Others present (in person or online): None

The Agenda was approved on a motion by Meyskens and seconded by Nelson. The motion is approved 3-0.

The Minutes of the September 30, 2025 Board Meeting were approved on a motion by Meyskens and seconded by Nelson. The motion is approved 3-0.

Special Presentations – Eric Froberg, AAMS Mark Aho Financial Group: Froberg presented updates on the Financial Group's management, and insights on performance, of Carol/Helen Paul Trust and General Fund portfolios. Froberg said it was a great year for markets. Funds are managed with the goal of providing stability, and all numbers are currently where they should be according to policy. Nelson asked about the process of rebalancing the portfolio—the standard operating procedure is contained within the policy. Meyskens asked how the approach changes when the market drastically fluctuates, Froberg explained this at length in historical perspective of market years like 2008/09, and 2022. Meyskens asked if there are any predictions for the near future of markets, Froberg said it is a good time to reassess risk and plan for financial needs, though there are no guarantees on what will happen with the market. Froberg presented statistics showing historical declines and returns, which demonstrated that staying invested yielded the best results. Froberg reviewed the PWPL Investment Policy, and both the Financial Group and the Finance Committee will work on having this finalized and signed by January 2026.

Heather Steltenpohl, PWPL Development Director: Steltenpohl gave an annual update on Development Fund activities during FY 24/25. She explained how designated funds operate when donated. The Development Fund has a Pass Through Fund (checking account) and others through the Endowment Funds, of which there are three more than when she reported last year, now totaling six funds, worth two million dollars overall. Steltenpohl spoke at length about each fund: Holly and Rod Aldrich, Carol Steinhaus, Vanderveen Center for the Book, Family and Local History, Friends of the Library, Garden, Aldrich Technology Assistance.

Steltenpohl talked about fund goals and projects for the upcoming year. Meyskens asked about the origin of the endowment fund, which was discussed at length. Schmunk requested a copy of the presentation, and asked about risk opposition within the investments. Steltenpohl said there are protective policies in place.

TAC Report: Eve Lindsey and Jan Raskin, Chocoday Township: Lindsey will be scheduling a meeting with the new Chocoday Township manager, Greg Elliott. There is a new vote coming up in regard to increased funding for Chocoday police, and fire fighters (which are paid On Call.) They have one new officer joining police staff. There has been a rezoning request in regard to mining and mineral extraction at building sites. Chocoday has a prescription drug return program, collecting 66lbs of pills this past year.

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 Meyskens to approve the bills for September 2025, in the amount of \$261,313.97. The motion is approved 3-0.

Public Comment: None

Board Action Items:

- a) ***Holiday and Closing Schedule 2026-*** On a motion by Meyskens and seconded by Nelson, **the Board of Trustees of the Peter White Public Library moves to approve the Holiday and Closing Schedule 2026 as presented. The motion is approved 3-0.**
- b) ***Board Meeting Dates 2026-*** On a motion by Nelson and seconded by Meyskens, **the Board of Trustees of the Peter White Public Library moves to approve the Board Meeting Dates 2026 as presented.** Schmunk and Ingmire discussed the logistics of meeting dates that approach the end of the fiscal year. Meyskens asked about potential for non-Christian religious holiday conflicts with PWPL public board meetings. Ingmire reviewed and there did not appear to be any conflicts. **The motion is approved 3-0.**

Other Business: Ingmire requested initial Board Member review of the PWPL Material Selection and Intellectual Freedom policy, with possibility of updating in the future. Meyskens suggested Ingmire send an email to Board members asking for volunteers.

Public Comment: None

Board Member Comment:

- a) **Trustee Manual:** Review of Chapter 5, 2021 Edition: Funding. PWPL is considered a City Library in regard to public contracts. Ingmire gave an update on Tax Increment Funding/Downtown Development Authority Opt-Out, as well as the status of State Aid. Meyskens asked how much of that Aid is part of the PWPL budget, Ingmire and Goodwin verified the library has other sources of funding that are more significant.

Adjournment: Meyskens made motion to adjourn, seconded by Nelson. The motion is approved 3-0. The meeting adjourned at 6:35 PM.

Respectfully submitted,



Steve Schmunk
President

Upcoming meetings:

Board of Trustees: November 18, 2025

Board of Trustees Committee Meetings: n/a

Upcoming TAC meeting: 2026