

Board of Trustees of the Peter White Public Library

Regular Board Meeting

Minutes

Tuesday, November 18, 2025

A regular meeting of the Board of Trustees of the Peter White Public Library was held on **Tuesday, November 18, 2025** in the George Shiras III Room of the Peter White Public Library. The meeting was called to order by President Steve Schmunk at 5:03 PM.

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: Barb Bradley, Skandia Township

Others present (in person or online): None

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

The Minutes of the October 21, 2025 Board Meeting were approved on a motion by Meyskens and seconded by Nelson. The motion is approved 3-0, with two abstentions.

Special Presentations – Bruce MacDonald, Network Administrator/Assistant Director. MacDonald gave updates on IT at PWPL. Computers, general hardware, network hardware, and VPN are all continually being managed and updated throughout the year. Major updates include: installation of Windows 11 on all computers, Linux for online public access catalogs, myLIBRO library app for patron smartphones and other devices. The Polk Directory has now been digitized, and the next priority will be to digitize the Marquette Monthly. The Mining Journal Digitization project is now online through February 1989 (due to copyright limit. Request for approval from the owner of the Mining Journal, is ongoing.) MacDonald also touched on the topic of AI in libraries. While it can be a useful tool for both drafting and accessibility, some pitfalls also include security/privacy issues, and risk of misinformation. Meyskens asked about the difference between the myLIBRO and the Superiorland app, MacDonald said they function the same way and both are not needed. Meyskens also asked about security when early voting is held on site at the library, MacDonald said the City has its own network with a unique VPN, that the City can encrypt if they choose. Meyskens asked what safeguards are in place to prevent AI-produced books in library collections. MacDonald and Ingmire said the selection committee pays attention to this. Schmunk asked how the VPN is used with staff who work from home, MacDonald explained at length. He also asked about security footage retention policies, of 30 days. Schmunk verified that a new calendar system is being used. MacDonald and Schmunk discussed the state of the current firewall.

TAC Report: Barb Bradley, Skandia Township. Bradley addressed some road repairs in Skandia, including a repaved section of US-41. The township recently celebrated the 100th birthday of the Township historian Alice Anderson, who is known locally for her good deeds

and wealth of information. Beth Linna, township secretary, recently had a Fall celebration at her home.

Financial Reports – including Approval of the Bills: Goodwin addressed questions and comments related to the bills and financial reports. Schmunk verified, with Goodwin, that the City did approve revenue sharing that was in question. A motion was brought by Addison and seconded by Meyskens to approve the bills for October 2025, in the amount of \$273,191.22. The motion is approved 5-0.

Public Comment: None

Board Action Items:

a) **Fee Schedule 2025- 2026-** Following multiple discussions about fax service charges at PWPL, staff would like to recommend an adjustment to the current fee schedule. At present, PWPL charges \$1 per page to send a fax and \$0.50 per page to receive a fax. Though the vast majority are shorter documents, PWPL does assist patrons who must submit court documents, government assistance forms, or health-related paperwork exclusively by fax, all of which are lengthy (20+ pages.) To keep the service affordable while still covering staff time, PWPL recommends maintaining the per-page model but adding a maximum fee for large faxes:

- Outgoing faxes: \$1 per page, with a \$10 maximum per fax
- Incoming faxes: \$0.50 per page, with a \$5 maximum per fax

These changes would better align fees with the true cost of service and reduce financial strain on patrons who rely on faxing for essential documents.

On a motion by Nelson and seconded by Addison, **the Board of Trustees of the Peter White Public Library moves to approve the Fee Schedule 2025-2026, including changes to the fee for faxing, as presented.** It was decided that the \$10 max per fax should be kept, with no page limit. **The motion is approved 5-0.**

Other Business:

1.) **Policy Evaluation:** the packet contains a list of all PWPL public policies. Those highlighted in yellow are five years old or older in 2026. Policies highlighted in green are priorities for review. PWPL will continue to evaluate policies as needed, while also ensuring the oldest ones receive a review—even if no changes are required. There was a call for board members to serve as early readers for policy updates, to review proposed revisions before they go to the full board. Meyskens asked if said board members would always be reviewing the policy as a first step, or after there had been legal review. Ingmore said the stage that board early-reading would be requested would be policy dependent. Addison asked for average policy length, in regard to setting to expectation for how many would be covered in any given window of time. Ingmore said the goal is for the highlighted to be reviewed over the course of the year. Addison and Schmunk volunteered. Meyskens and Nelson also volunteered to take on review on an as-needed basis.

Public Comment: None

Board Member Comment:

a) **Trustee Manual:** Review of Chapter 6, 2021 Edition: Budget. Ingmore explained that PWPL is a component of the City, but not a Department of the City, and discussed at

length how this affects the timeline in which the PWPL budget is created. It was also mentioned that the audit will be coming up soon.

- b) Williams thanked Steltenpohl for her presentation at the last Board Meeting, asking how the variety of investment options are introduced to those who are interested donating. Steltenpohl said it is truly a case by case basis, as some have specific intentions for the funds, and some do not.
- c) Based on the YS Board Report, Meyskens asked if PWPL has a clear idea on patron numbers and stability—MacDonald said there is more data that can be reviewed to get a more accurate picture of long term trends in statistics.
- d) Schmunk asked about the status of the Marquette Arts and Culture move. Ingmire said there was minimal confusion in October (and on) when MACC vacated their offices on site at PWPL. PWPL did get the grant for the public gallery program, allowing sound panels to be installed in the DEO Gallery. Other use of spaces, aside from the Studios for public rental and library programming, to be determined.

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

Respectfully submitted,

Suzanne Williams
Secretary

Upcoming meetings:

Board of Trustees: January 20, 2026
Board of Trustees Committee Meetings: n/a
Upcoming TAC meeting: January 14, 2026