

**Board of Trustees of the Peter White Public Library
Regular Board Meeting
Minutes
Tuesday, January 20, 2026**

A regular meeting of the Board of Trustees of the Peter White Public Library was held on Tuesday, **January 20, 2026** 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.

Respectfully Excused: None

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; Marty Achatz, Adult Programming Coordinator.

TAC Representatives Present: Suzanne Standerford, Sands Township.

Others present (in-person or online): Natasha Lantz (online), Paul Marin (online), members of Citizens for Superior nonprofit (in-person)

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

The Minutes of the November 18, 2025 Board Meeting were approved on a motion by Williams and seconded by Meyskens. The motion is approved 5-0.

Special Presentations – Marty Achatz, Adult Programming Coordinator.

Achatz gave a summary of adult programming that will take place starting January and into early summer. New to the schedule is a February concert series featuring popular local artists. The library is partnering with a local theater group, Iron Arts, for a Friend-Raiser performance of *Misery*, which will take place Valentine's week. The library will also partner with NMU's Common Reader Program as Achatz is chair. Common Reader programming will run through March and conclude with the United Conference on NMU's campus, where the author of the common read will hold a reading. Great Lakes Poetry Festival will be held again in April, with Headline Poet Tracy Brimhall, workshops with local writers, and other programs. In May, the library will host events for the Great Michigan Read. Other upcoming programs include ongoing booking concert for the Concert on the Steps series, and the Kulisheck-sponsored lecture series, which is focused on building bridges in the community. Achatz will continue to populate the People Library. The ongoing movie series have added Dinner and a Movie; patrons requested more evening movies. The Writers On Writing Series will continue, once a month featuring a writing workshop with local, state, and nationally known authors. Partnership with WNMU Radio90 for some audio streaming programs. Achatz spoke to the importance of listening to what the community wants for programming, and making connections with people PWPL hosts to assist in programs.

TAC Report: Suzanne Standerford, Sands Township.

Emergency Services for Sands Township put out a request for proposals, due by 2/10/2026, to purchase new ambulance. They are also accepting bids for replacement of the fire truck and are considering a new model that would require some updated equipment. They have a new member of the fire department: Sara Lemire. Sands Township is considering holding an open house, once a month, to speak with or answer questions for community members who cannot attend the regular meetings. The township is considering opening up gym at township hall (supervised) to youth during some of the longer school breaks.

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 Addison to approve the bills for November 2025, in the amount of \$180,771.39, and the bills for December 2025, in the amount of \$175,103.18. Goodwin stated the audit and requests for documentation from the auditor would be underway soon. MERS report is due by March 31st. Tax revenue from Townships is being received and deposited on a weekly basis. In January there was an unexpected expense of a new snowblower, which will appear in budget adjustments. Schmunk asked about the potential change to penal fines, Goodwin said that wouldn't impact library finances until next year's budget, should changes to penal fines law pass in Lansing. The motion is approved 5-0.

Public Comment: None

Board Action Items:

- a) **Amnesty Program-April 2026-** PWPL is proposing an Amnesty Book Return Month in April 2026, aligned with National Library Week. As of January 14, 2026, PWPL has 3,152 items (1.97% of our collection) listed as assumed lost. Replacing these materials would cost an estimated \$57,884. Beyond the financial impact, lost items create barriers for patrons. Many patrons abandon their use of the library due to fear of fines or embarrassment over overdue materials. An amnesty program would focus on encouraging the return of materials, welcoming patrons back to the library, and reducing barriers to access. Libraries report significant item recovery and renewed patron engagement, with examples such as Chicago Public Library recovering over 20,000 items during an amnesty program and Fayetteville Public Library recovering approximately \$5,000 in materials during a 2023 amnesty week. These programs emphasize returning both library materials and patrons to active library use. On a motion by Nelson and seconded by Meyskens, **the Board of Trustees of the Peter White Public Library moves to approve the Amnesty Program during the month of April 2026.** Meyskens asked if the library has run a program like this before, Ingmire verified it has not. **The motion is approved 5-0.**
- b) **Vape Collection Program-** In December 2025, Melissa Alan and Andrea Ingmire met with two representatives from Citizens for Superior to discuss their vape recycling program and a current gap in service related to the collection of cannabis vape devices. The existing vape recycling program operates with several partners throughout Marquette County. However, because many of these partner locations also sell alcohol, they are prohibited by law from participating in any activities related to cannabis, including serving as collection sites for cannabis vape recycling. PWPL supervisors have discussed the possibility of the library participating in this program. While some logistical considerations have been identified, there is overall support for PWPL serving

as a drop-off location, as the initiative aligns with the library's strategic priority of Sustainability. If the program is installed, shelving or collection site organizing equipment may be acquired to help make all recycling collections easier for patrons to find and more appealing visually. On a motion by Addison and seconded by Meyskens, **the Board of Trustees of the Peter White Public Library moves to become a vape collection site in partnership with Citizens for Superior.** The director, outreach coordinator, and student intern for Citizens for Superior were in attendance. Jane Fitkin, Director, spoke about the environmental hazards of discarded or emptied vapes, and barriers and limitations for drop off sites. If PWPL were to become a site, Citizens for Superior would manage all collection schedules and handling. Fitkin verified that exterior overnight bins provide both security and fireproofing. Meyskens asked about any odor and safety issues that may come with receptacles being within the library building. Fitkin explained that secure and weatherproof overnight bins, for outdoors, are costly, so combining the need to stay in budget and fill the need means the simpler bins are necessary for the nonprofit at this time. Fitkin and her staff said that there have not been odor issues at other sites, as well as no fire issues. Addison recommended consulting the library's insurance in regard to any potential risk, even if risk is low, and that she would be in favor contingent on the answer from PWPL insurance. Williams asked if risks exist for people wanting to steal discarded the vapes, which was discussed at length, and determined to be low risk. **The motion is approved 4-0, with one opposed, approval being contingent on approval from insurance and the ideal future being an outdoor-only bin.**

- c) **Board Meeting Dates 2026**-The board meeting calendar for 2026 was approved at the October 2025 board meeting. Since that time, Schmunk has indicated that he has a conflict with the May 19, 2026 board meeting date (and will be unavailable through the end of May), and Andrea has a conflict with the June 16, 2026 board meeting date. Given this PWPL would like to propose that the May meeting be cancelled, and the June meeting be moved to June 9, 2026. On a motion by Meyskens and seconded by Nelson, **the Board of Trustees of the Peter White Public Library moves to approve the Board Meeting schedule as proposed. The motion is approved 5-0.**

Other Business:

1) Strategic Plan Update: Steltonpohl has created a report using the 2025 survey data. This report was sent to the strategic planning committee along with a few questions about next steps. Overall, the results of the survey revealed that patrons are happy with PWPL services and would like more of them, including expanded hours to Sunday.

2) State Aid Report: The Library of Michigan State Aid Report is an annual reporting requirement for public libraries that receive state aid. Its purpose is to document how libraries meet statutory and administrative requirements tied to eligibility for state funding and to provide the state with consistent data on library operations and services. Data collected through this report is used by the Library of Michigan to verify eligibility, inform statewide planning, and support advocacy for library funding. PWPL uses this data to compare PWPL services, budget, and facilities to other libraries in the state. It is also used to create the PWPL community report. The deadline for submission of the State Aid Report is February 1.

3) MACC space reorganization: After extensive discussion, PWPL developed a clear plan for how the spaces vacated by MACC will be used, as well as how several other areas of the library will be reconfigured. Several staff members now occupy the office spaces. Community members are renting Studio 1 for workshops and programs. Studio 2 is being explored as a possible Quiet Reflection Room, which Ingmire said has been a successful concept at many other libraries.

Meyskens asked about expenses for creating Studio 2 into a studio space, Meditate Marquette has taken some donations and would be willing to contribute, having strong interest in supporting this initiative.

Public Comment: None

Board Member Comment: Meyskens asked if data mapping is done with PWPL stats, in a way that reveals trends over time. Since any previous year's data is on the current statistics spreadsheet, for the sake of comparison, Ingmire said she would look for more in-depth summaries to provide. Meyskens asked about the intricacies of school outreach and library card sign up. Ingmire spoke at length about some methods that have been tried in the past, mentioning the Youth Services Director is actively finding ways to make card sign-up approachable for her demographic.

Trustee Manual: Review of Chapter 7, 2021 Edition: Advocacy and Public Relations. Ingmire spoke about how these operate on a local level. Meyskens asked about the rules for advocacy with regard to both board members and staff. Staff are permitted to engage as long as it is not on work hours. Ingmire said she would look into how those rules apply to Board of Trustees members.

Adjournment: Nelson made motion to adjourn, seconded by Addison. The motion is approved 5-0. The meeting adjourned at 6:41 PM.

Respectfully submitted,



~~Suzanne Williams~~ *STEVE Schunk*
Secretary President

Upcoming meetings:
Board of Trustees: February 17, 2026
Board of Trustees Committee Meetings: n/a
Upcoming TAC meeting: April 8, 2026