

**Board of Trustees of the Peter White Public Library
Regular Board Meeting
Minutes
Tuesday, February 17, 2026**

A regular meeting of the Board of Trustees of the Peter White Public Library was held on Tuesday, **February 17, 2026** in the George Shiras III Room of the Peter White Public Library. The meeting was called to order by President Steve Schmunk at 5:02 PM.

Members Present: Steve Schmunk, President; Lori Nelson, Member; Joe Meyskens, Member; Heather Addison, Member.

Respectfully Excused: Suzanne Williams, Secretary.

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; Stephanie Garn, Technical Services Department Head; Ben Sargent

TAC Representatives Present: Kerrie Heikes, Sands Township.

Others present (in-person or online):

The Agenda was amended to include Audit Engagement Letters under Other Business. The amended agenda was approved on a motion by Nelson and seconded by Addison. The motion is approved 4-0.

The Minutes of the January 20, 2026 Board Meeting were approved on a motion by Meyskens and seconded by Addison. The motion is approved 4-0.

Special Presentations – Stephanie Garn, Technical Services Department Head.

Garn gave a step-by-step explanation of the cataloging process, beginning from when a book or library item is received, ending with the item existing in a patron searchable system of records. Schmunk asked if there is a universal classification number that each book is published with, Garn said no, there are more context and content standards applied to consideration for its category when a book is catalogued. Garn also outlined the Interlibrary Loan Process. Technical Services is also in charge of book repair and mending. Meyskens noted there is an observable pattern of holds being pulled, Garn said there is a steady day of the week pattern. She also shared some images from the staff office reorganization in new spaces. Meyskens and Schmunk asked how PWPL's interlibrary process might differ from others, Garn gave examples of how this varies, as well as how MCLS and subcontracted delivery companies might be involved. Addison commented on the quality of the repair tools, and skills for keeping books in active circulation. Schmunk asked what the repair quantities are like, Sargent said the flow is steady but manageable.

TAC Report: Kerrie Heikes, Sands Township.

Heikes said Sands Township is looking into a data center ordinance; members of the township have mixed opinions on this type of project. There are no new updates on the solar project, which has been in the process for a couple of years.

Financial Reports – including Approval of the Bills: Goodwin addressed questions and comments related to the bills and financial reports. The Hoopla subsidy from SLC was discontinued at the end of 2025, so PWPL is in the process of creating a use-budget, applying to patrons, so the service can continue while costs are also anticipated. A motion was brought by Addison and seconded by Meyskens to approve the bills for January 2026, in the amount of \$239,521.00 The motion is approved 4-0.

Public Comment: None

Board Action Items:

- a) **Bylaws of the Board of Trustees GOV 6-** At the January 20, 2026, Board of Trustees meeting, the Board adopted an updated 2026 meeting schedule. The revisions included canceling the May 2026 meeting and changing the date of the June 2026 meeting. The Board Bylaws state that Board elections are to take place at the regular May meeting. However, the Bylaws do not provide guidance on how elections should be conducted if the May meeting is canceled or if a quorum is not present. The proposed language change for Article II. Officers, Section 1 adds the following sentence at the end of the existing language. “If the May meeting is not held, or if a quorum is not present, the election of officers shall take place at the next regular meeting.”
Schmunk asked about removing the word ‘regular’ from the proposed language so there was more flexibility in case the following meeting was not a regular meeting of the board, but rather a special or emergency meeting. The board reviewed the process for calling a special meeting which is outlined in Article III, Section 3.
This policy with the revision proposed by Schmunk will be proposed for approval at the March 17, 2026 meeting.

Other Business:

- 1) **Strategic Plan Update:** Steltenpohl has created a report using the 2025 survey data. This report was sent to the strategic planning committee. The Strategic Planning Committee will meet on Wednesday, February 18th via Zoom, due to expected winter weather, to discuss next steps.
- 2) **Audit Engagement Letters:** Each year PWPL is included in the City of Marquette audit process. Again this year, Anderson Tackman is requesting that the Audit Engagement documents come before the full board for review in a regular meeting. These letters detail the duties and responsibilities of each party (Library and Auditors) and help the Board to understand their role in governance for preventing, deterring, and detecting fraud within the entity. If any board members have information regarding fraud or suspected fraud within the Library that information should be communicated to Steve Schmunk, Board President by Friday, February 20, 2026 for inclusion in his response. Unless there are concerns, Steve Schmunk and Andrea Ingmire will sign off on these documents after our board meeting. No concerns were stated.

Public Comment: None

Board Member Comment: Meyskens commented on examining the staff turnover, the most seems to be in part-time positions; Ingmire said the percentage is consistent over time. Nelson asked if the reopening of NMU’s library is affected foot traffic and room bookings, so far there

has not been a noticeable difference. Meyskens asked if the elevator issues have been resolved, Ingmire verified that they have and it is operating as it should.

Trustee Manual: Review of Chapter 8, 2021 Edition: Facilities and Technology.

Ingmire mentioned that Facilities is in search of a new Assistant Department head. She also said they are looking into options for a bond project, which would address things in the physical building that will need to be updated or replaced in the long term. Meyskens asked if there are any major technology changes being considered that are not part of routine maintenance, Ingmire said due to the ever-changing nature of technology this is hard to predict what may be created in the future. MacDonald said the audiovisual equipment in the rooms will likely need to be updated. Schmunk and Ingmire discussed the value of community support, and providing accurate information to patrons as to why certain updates are necessary. The goal date for a solid plan is 2030, Steltenpohl pointed out this falls in line with what needs the Strategic Plan will summarize in 2029.

Adjournment: Meyskens made motion to adjourn, seconded by Nelson. The motion is approved 4-0. The meeting adjourned at 6:18 PM.

Respectfully submitted,


Steve Schmunk
President

Upcoming meetings:

Board of Trustees: March 17, 2026

Board of Trustees Committee Meetings: n/a

Upcoming TAC meeting: April 8, 2026