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

A regular meeting of the Board of Trustees of the Peter White Public Library was held on Tuesday, **January 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; Suzanne Williams, Secretary; Carol Steinhaus, Member; 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; Marty Achatz, Adult Programming.

TAC Representatives Present: Natasha Lantz, West Branch Township

Others present (online): Rich Vanderveen, Betsy Rutz, Paul Marin (online)

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

The Minutes of the November 19, 2024 Board Meeting were approved on a motion by Steinhaus and seconded by Meyskens. The motion is approved 5-0.

Special Presentation – Marty Achatz, Adult Programming Coordinator. Achatz gave a summary of adult programs coming up in the next year. In March, programming for the NEA Big Read, writing workshops, a monthlong Community Blog project, and a spoken word focused aspect of the collection. In April, the 4th annual Great Lakes Poetry Festival will be held. June launches the Concert on the Steps series, every Wednesday night beginning on the 11th, and running into August. Achatz said due to popular demand, there will be some evening screenings of blockbuster films. Also due to increased interest there are plans to start a monthly writing program for adults. The Nerds with Words podcast will be changing from weekly release to monthly release. Schmunk referenced the library statistics and commented on the large amount of adults taking advantage of these programs. Achatz and Schmunk also discussed different ways the library can make searching for programs the most user friendly.

TAC Report: Natasha Lantz, West Branch Township. Lantz discussed issues concerning the transfer station that West Branch Township shares with Skandia Township. The Townships have concluded work on ongoing financial and operational planning, the next step will be getting that information to the community. There will be an increase in transfer station fees due to lack of necessary incremental increases in the past. The Townships are still scouting areas for the new, shared fire station. Road improvements are still a work in progress, talks continue with Marquette County Road Commission about the best approach. West Branch has two new board members. The Township will be removing their Facebook page due to ongoing negative commenting. A digital sign has replaced the outdated physical sign outside the Township Hall. Election of officers was held at the recent TAC meeting, with most officers staying in their current positions. Lantz requested Ingmire give a presentation, on the library, at an upcoming West Branch Township meeting. TAC Reps have now been given a place on the agenda at their township meetings, whereas previously they were limited to giving input during the public comment period.

Financial Reports – including Approval of the Bills: Goodwin addressed questions and comments related to the bills and financial reports. Meyskens asked about the budget, and Goodwin verified it is on track, and asked about patterns of purchasing at the beginning of the fiscal years. Goodwin said October is primarily a big month for book purchases. A motion was brought by Williams and seconded by Nelson to approve the bills for November 2024 and December 2024, in the amount of $216,926.68 for November, and $162,027.21 for December. The motion is approved 5-0.

Public Comment: Rich Vanderveen and his daughter Betsy presented a project they are undertaking to fundraise for the library. Vanderveen has enlisted writer Jerry Dennis and artist Glenn Wolf to create a limited edition print that will be exchanged for donations. Vanderveen's goals with the "to be endowed" funds are to increase access to the library, and honor the printed word.

Board Action Items:

a) ***Personnel Committee Recommendation- Library Director Contract Addendum.*** In December 2024 the Board Personnel Committee met to discuss a Library Director Contract addendum that coordinates the performance evaluation timing set forth in GOV-6 with the Library Director's current contract, which was last approved in March 2022. The Library Director's last performance evaluation was conducted in September 2023. The Personnel committee recommends that the addendum be adopted as presented and that the next Library Director performance evaluation and contract negotiation to be completed by September 30, 2026. On a motion by Meyskens and seconded by Nelson, **the PWPL Board of Trustees moves to adopt the Library Director Contract Addendum as recommended by the PWPL Board Personnel Committee.** The Personnel Committee verified the timeline of contracts and library director reviews, and addressed a typo in section 3. Term of Employment, part d., changing "by-lays" to "by Laws." **The motion is approved 5-0**

Other Business:

1) **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 Board of Trustees for review in a regular meeting. Any concerns should be reported to Steve Schmunk before Friday, January 24, 2025.
2) **Finance Committee Report:** On January 9, 2025 a regular meeting of the PWPL Board Finance Committee was held. The committee discussed many topics related to Library finances including items of immediate concern as well as plans for future needs at PWPL. The general conversation related to the PWPL Strategic Plan outlined three strategic priorities: Service, Sustainability, and Expertise, within the constraints of our Operating Budget. The discussion prioritized and classified immediate and long-term needs. The Finance Committee established the following list of immediate and long term needs:

Short term:

- MACC leaving PWPL, equipment needed and staffing impact.
- PWPL Maintenance Department – Plan for stability and eventual succession planning. • Staffing wages considering Minimum Wage increases, cost of living, and creating stability across our staff. The current Union Contract expires September 2025.
- Cement, parking lot, and grounds projects for Summer 2025.
- Battery backup replacement.
- eBook popularity and digital resource costs vs print materials.
- Continued partnership with the PWPL Development Fund and Friends of PWPL.

Long-term:

- Roofing/Atrium replacement. Consideration of sustainable energy options on roof.
- Replacement of the elevator – this will be done when it becomes necessary.
- Accessibility of building, excluding the elevator.

Meyskens complimented the clarity and effectiveness of the Finance Committee. Meyskens asked about the procedure for cash handling and reconciliation, Goodwin explained the daily cash drawer balancing procedures.

3) **Strategic Plan Update:** 2025 is the final year for current Strategic Plan goals. New Goals will need to be set this year, charting a direction for library services in the next 3-5 years. Ideally all this work will be completed in 2025, with a rollout of new goals starting 2026.
PWPL Department Head and Administrative staff finalize the 2025 Activity Plan for presentation to the PWPL Board of Trustees at the next board meeting on February 18, 2025. Ingmire would like to focus on the Plan being more specific as the library moves into the next 3-5 years of the plan, including the potential use of third party experts with targeted surveys.
She also spoke at length about Township Election statistics. Meyskens asked about the continuity of the strategic plan, Ingmire explained how the categories are prioritized. Steltenpohl discussed a past plan that focused on increasing service for townships, which resulted in the book drops. Ingmire and Steltenpohl discussed different ways to examine the data and voter turnout. Meyskens asked about how the effectiveness of the plan, in conclusion, will be determined. Ingmire said reports on action items are part of the process, but the Department Heads are in active discussion on this.

Public Comment: None

Board Member Comment:

a) **General Comments:** Schmunk thanked the Vanderveens for their fundraising efforts on behalf of the library. Schmunk asked for information regarding the leak on January 20, 2025. Ingmire said there had been an HVAC equipment failure in the library penthouse, which resulted in the loss of more than 100 non-fiction books due to water damage. An Insurance claim for HVAC repairs and material losses is in process. Facilities Department Head John Povey had been monitoring the system while offsite and noticed the issue and some staff, including Bruce MacDonald and Ben Sargent, were able to come in quickly and prevent more damage from being done. Meyskens also applauded Povey's quick work, and for Goodwin and Ingmire's work on the Finance Committee. Steinhaus commented that she would not be able to attend the February 18, 2025

Board of Trustees meeting. Schmunk confirmed there would be a quorum for this meeting.

b) **Trustee Manual:** Review of Chapter 11, 2021 Edition; Friends of the Library: The Peter White Library has a very active Friends group Chapter 11 addresses collaboration, tax exempt status, and funding. The next PWPL Friends meeting is on February 6th.

Adjournment: Steinhaus made motion to adjourn, seconded by Nelson. The motion was approved 5-0. The meeting adjourned at 6:16PM.

Respectfully submitted,

Suzanne Williams
Secretary

Upcoming meetings:	February 18, 2025
Upcoming TAC meeting:	April 8, 2025