Board of Trustees of the Peter White Public Library
Regular Board Meeting
Minutes
Tuesday, February 18, 2025

A regular meeting of the Board of Trustees of the Peter White Public Library was held on Tuesday, **February 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 5:00PM.

Members Present: Steve Schmunk, President; Suzanne Williams, Secretary; Lori Nelson, Member; Joe Meyskens, Member

Members Excused: Carol Steinhaus, 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; Amy Salminen, Adult Services; Stephanie Garn, Technical Services Department Head.

TAC Representatives Present: Karrie Heikes, Sands Township; Tom Bronken, Marquette Charter Township

Others present: Rich Vanderveen and Laurel Kniskern

The Agenda was approved on a motion by Meyskens and seconded by Nelson. The motion is approved 4-0.

The Minutes of the January 21, 2025 Board Meeting were approved on a motion by Meyskens and seconded by Williams. The motion is approved 4-0.

Special Presentation – Amy Salminen, Adult Services Department Head. Salminen presented updates from the past year in the Adult Services Department, and services provided by the Reference Desk, which include passport processing, test proctoring, study rooms, and tech help. Adult services is responsible for digital resources, such as Hoopla, Kanopy, Libby, and online periodicals. At this moment, the Reference department facilities (2) monthly book groups and the library hosts two additional book groups. Their program Tech Coaching for Seniors, with Christine Ault, has become popular over the past year. Plans for the 2025 Adult Summer Reading Program are underway: the theme will be Color Your World. In partnership with the United Way of Marquette County, an on-site tax assistance program has been added for the 2025 tax season. March will feature NEA Big Read activities, alongside Adult Programming, related to Roz Chast's graphic memoir *Can't We Talk about Something More Pleasant*. Adult Services is also responsible for some publicity, including book displays and podcasts.

Williams asked how patron ratings of books, on the Summer Reading Program bookmarks, is used, Salminen said the ratings are used in publicity items like Top Ten lists and displays at summer's end. Meyskens asked what Salminen considers to be the biggest challenges facing her department in the next five to ten years. Salminen said the primary goal is keeping people engaged and interested, especially at a time when people are spending so much time on their phones. She also wants the library to remain a space people want to gather alongside being a place for people to get books. Schmunk asked how for information on how the Reference Desk, managed by Salminen, is staffed. He also asked about Hoopla and Kanopy fee schedules. Salminen Hoopla fees are a per download basis (libraries can put some guardrails in). With Kanopy, the library can set a budget per month, and Libby has limited checkouts/downloads. She verified that the costs of use does regularly meet library budget for these services. Ingmire spoke about the nuance of offering digital resources, such as Hoopla and Kanopy, while not letting it overtake the budget.

TAC Report - Karrie Heikes, Sands Township. Heikes reported on current events in Sands Township. The past few township meetings have largely consisted of reworking proposals. At the last meeting, a township resident came to board to propose hosting a disaster preparedness informational event, geared toward helping people with large and/or multiple animals, to help people know what action to take in case of flooding and/or wildfire. While Lower Michigan has official protocol for this, the Upper Peninsula has none. The Township has agreed to hold an event in the future. The new garbage truck is up and running, with the old truck being used by another township.

Financial Reports – including Approval of the Bills: Goodwin addressed questions and comments related to the bills and financial reports. Meyskens asked about an increase of $250,000 in revenue, Goodwin said the majority of this number is likely due to payments from Marquette Township coming in regularly during tax collection time. A motion was brought by Nelson and seconded by Meyskens to approve the bills for January 2025 in the amount of $200,988.32. **The motion is approved 4-0.**

Public Comment: Rich Vanderveen thanked Steltenpohl, Ingmire, and all staff for their roles in setting up the newest endowment fund.

Board Action Items:

1) ***Strategic Plan 2026-2028:*** In January 2023, the Board of Trustees approved the 2023-2025 Strategic Plan, establishing long-term priorities and three-year goals. The current strategic plan is now in its final year. In addition to wrapping up 2025 activity plan items and an impact assessment for the 2023-2025 Strategic Plan goals, updated plan goals for 2026-2028 will need to be established. The previous strategic subcommittee consisted of board members, township advisory council members, and staff. This group presented a research based recommendation to the full Board of Trustees on how to proceed, and collaborated with the Strategic Plan facilitator to draft goals based on community feedback and collected data. A new subcommittee for 2026-2028 will function in the same way. On a motion by Williams and seconded by Meyskens, **The PWPL Board of Trustees moves to establish a subcommittee to assess options for strategic plan facilitation, budgeting, and process. This subcommittee will report back to the Board with a process recommendation and work directly on developing strategic plan goals for the upcoming period 2026-2028.** Meyskens asked for clarification on the subcommittee members, Ingmire said that ideally it will be composed of a few admin staff, some TAC, and some Board members. Nelson asked how the working group would establish focus topics for the Plan, Ingmire said initially the subcommittee will hone in on exactly how data will be collected and interpreted by the committee, and how that will inform the priorities of the new strategic plan. Schmunk verified the plan dates reflect a calendar year, not a fiscal year. He proposed

setting membership at the current meeting. Schmunk and Nelson volunteered to serve on the strategic planning subcomittee. **The motion is approved 4-0.**

2) ***PWPL Employee Personnel Manual:*** **PWPL Employee Administrative Manuel** In February 2021, Library Director Andrea Ingmire reached out to Attorney Laura Katers Reilly to begin working on an Employee Personnel Manual. Over the past four years, the manual has undergone multiple revisions within PWPL staff but has not progressed to an actionable stage. At this time, PWPL will focus on deciding how the board will collaborate with Administration on reviewing and editing the document before it is sent for legal review. It is possible that this falls within the scope of the Board Personnel Committee, it is also possible that a new board committee needs to be established specifically for this work. Schmunk asked how the committee will be established, Ingmire recommended Goodwin and MacDonald from Admin. Ingmire said the goal is to create a manual to be specific to the operations of PWPL, as there are already manuals for general entity operations provided by the union. Williams and Meyskens volunteered on behalf of the Board. On a motion by Meyskens and seconded by Nelson, **The PWPL Board of Trustees moves to assign the Personnel Manual review to committee that will collaborate with Library Administration to move this document to completion.**
Meyskens and Willams volunteered to serve on the Personnel Manual Subcommittee. **The motion is approved 4-0.**

Other Business:

1) **PWPL Strategic Plan-Staff Activity Plan 2025:** Each year PWPL staff create an Activity Plan to support current Strategic Plan goals. On February 7, 2025 PWPL Department Head staff held a 4-hour retreat to discuss the 2025 Activity Plan and set priorities for this year. Ingmire presented the retreat summary. Meyskens spoke in favor of staff retreating and regrouping on a regular basis.
2) **State Aid Statistics:** The PWPL annual State Aid report has been submitted to the Library of Michigan. This report data is used to create comparisons across the state of Michigan but also to be a resource for libraries and communities who are interested in the work of their public entities. This document is used when creating the annual report, which serves as the basis for all community reports provided throughout the year. On Monday, February 10, 2025 the most recent data was presented to the City Commission for the first time using this most recent data. A copy of that presentation is available at: https://pwpl.info/wp-content/uploads/2025/02/Annual-Report-2024-Final.pdf

   Meyskens asked how data specific to PWPL is tracked. MacDonald said he tracks items like door count and circulation. Ingmire said that because of the changes made to the format of the Library of Michigan reporting questionnaire over time, it would be difficult to track information specific to PWPL to mirror that of the Library of Michigan. PWPL tracking is also fragmented by department and not through the State Aid Stats.

Public Comment: None

Board Member Comment:

a) **Trustee Manual:** Review of Chapter 12, 2021 Edition; Continuing Education. Ingmire said the Library of Michigan provides a significant amount of ongoing education for libraries and their boards.
b) Steltenpohl announced two new endowments: Vanderveen Center for Book, and a family and local history fund. Goodwin gave an update on the HVAC system, which is

still in need of being completely fixed, though Povey does have the system operational for daily use. Items damaged by the leak in January have been inventoried and are in the process of being submitted to insurance. Schmunk asked for clarification on endowment funds, if a new fund always need to be established when money becomes available, or if new money can go into existing fund—Steltenpohl said it can be done both ways. She will present updates on the two new endowments at the March board meeting.

Adjournment: Nelson made motion to adjourn, seconded by Meyskens. The motion was approved 4-0. The meeting adjourned at 6:21PM.

Respectfully submitted,

[redacted] - Steve Schmunk, President

~~Suzanne Williams~~ * Respectfully Excused - [illegible]

~~Secretary~~

Upcoming meetings: March 18, 2025

Upcoming TAC meeting: April 8, 2025