

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

A regular meeting of the Board of Trustees of the Peter White Public Library was held on Tuesday, **March 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 5:01PM.

**Members Present:** Steve Schmunk, President; Carol Steinhaus, Member; Lori Nelson, Member; Joe Meyskens, Member.

**Members 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; Andrea Marsh, Communication Coordinator.

**TAC Representatives Present:** Paul Marin, Marquette Township, Suzanne Standerford, Sands Township.

**Others present:** Two members of the public, none online.

**The Agenda** was amended to include a Resolution in Support of Retaining Funding for IMLS. On a motion by Meyskens and seconded by Steinhaus, the agenda is approved as amended 4-0.

**The Minutes** of the February 18, 2025 Board Meeting were approved on a motion by Steinhaus and seconded by Nelson. The motion is approved 3-0, with one abstention.

**Special Presentation –Andrea Marsh, Communication Coordinator.** Marsh gave a presentation on developments in the Communications position over the past year. Website statistics reveal the PWPL site traffic has increased in both website hits (by 7.87%) and unique visitors (by 78.52%). Future goals for the website include streamlining the menu and information for patrons, and increasing the ADA accessibility score. Marsh also works continually to keep PWPL social media visible and current. Meyskens asked about 5-10 year public reach goals for Marsh's department, Marsh responded that the content is focused on the PWPL service area, not for State or National reach. Schmunk asked if there were any changes in demographic trends as to who views the social media content, and if that can even be trapped. Marsh responded that this can be difficult to track, but there are some observable patterns as far as age and gender.

**TAC Report: Suzanne Standerford, Sands Township.** Standerford presented on changes in Sands Township since her last presentation in the Fall. The township got a new garbage truck, which has vastly improved service to the area. The old truck was obtained by Laurium Township. The township cemetery is in the process of being able to accommodate green burials.

**Financial Reports – including Approval of the Bills:** Goodwin addressed questions and comments related to the bills and financial reports. The HVAC system has been fixed, and paid for by the insurance company. A motion was brought by Meyskens and seconded by Nelson to approve the bills for February 2025, in the amount of \$178,291.71. The motion is approved 4-0.

**Public Comment:** None

**Board Action Items:**

- a) **Resolution of the Peter White Board of Trustees in Support of Retaining Funding for the Institute of Museum and Library Services (IMLS)-** The current state of funding for statewide library sharing and delivery services was discussed at length. Ingmire drafted a resolution of support to send to local, statewide, and federal officials, that the board can sign if they choose. Meyskens asked for clarification on how these systems work, Ingmire verified they do give patrons access to material from other locations, which includes rare and historical items. On a motion by Meyskens and seconded by Nelson **The Board of Trustees of the Peter White Public Library moves to adopt the Resolution in Support of Retaining Funding for the Institute of Museum and Library Services (IMLS.)** The Board discussed the best way to relay to the community how funding affects access to items they want. **The resolution was adopted 4-0.**

**Other Business:**

**1) City of Marquette Board and Committee Member Training:** Ingmire presented information acquired by her recent attendance to a liaison training for all city related board and committee members. In 2024, the Marquette City Commission updated their policy detailing procedures for their appointed boards, committees, and authorities. That policy has encouraged City Staff to begin a training process during the onboarding of new board and committee members. Some of the information was not applicable to PWPL Board Members.; however, there was a lot of useful information, and this training should be helpful overall for new board members coming in. The City Clerk plans to have regular (2-3 times/year) orientation sessions for committee members. It is their hope that all current members, as well as new appointees, will eventually attend a session, which will include summaries of FOIA and OMA and an overview of the Commission policy. Board members will receive more information on these training opportunities when it becomes available.

**2) Subcommittee Report – Personnel Manual Committee:** At the February 18, 2025, board meeting a subcommittee was formed to help PWPL Administrative Staff review the Personnel Manual prior to sending off for legal review. The Committee will meet on Monday, March 17 to set a schedule for review of this document. To conclude by the end of April 2025  
Members of this subcommittee: Andrea Ingmire, Bruce MacDonald, Jamie Goodwin, Joe Meyskens, Suzanne Williams.

**3) Subcommittee Report – Strategic Plan Committee:** At the February 18, 2025, board meeting a subcommittee was formed to begin working on the PWPL Strategic Planning process. Andrea is working to get a committee formed with Township Advisory Council and PWPL staff. Members of this subcommittee (so far): Andrea Ingmire, Bruce MacDonald, Heather Steltenpohl, Stephanie Garn, Steve Schmunk, Lori Nelson, Natasha Lantz

**Public Comment:** None

**Board Member Comment:**

- a) Meyskens commented on the staff roster, and the percentage of employees who are new to working at the Peter White since 2020, being interested in the way institutional memory is passed between employees. He also commented on the high quality of services provided by Circulation, Youth, and Teen Services, as well as the Peer Insight Program started for staff, which supports cross training. Nelson complimented the popularity of the Teen Cooking program.
- b) **Trustee Manual:** Review of Chapter 13, 2021 Edition. Ingmire explained how different types of libraries are established and categorized.
- c) Steltenpohl reported the Friends of the Library raised \$7,000 in their recent, Spring Book Sale, which is only a few hundred dollars short of the last sale. Nelson asked about the path of a donated book, and where they are stored and sorted until they can be sold. Steltenpohl explained how each department is involved, when deciding what can be added to the collection, what can be sold, and what will be discarded.

**Adjournment:** Steinhaus made motion to adjourn, seconded by Nelson. The motion was approved 4-0. The meeting adjourned at 5:59PM.

Respectfully submitted,



Steve Schmunk  
President

Upcoming meetings:        April 15, 2025  
Upcoming TAC meeting:    April 9, 2025