

Board of Trustees of the Peter White Public Library
Regular Board Meeting
Minutes
June 15, 2021

A regular meeting of the Board of Trustees of the Peter White Public Library was held on Tuesday, June 15, 2021, via Zoom Video. The meeting was called to order by President Anne Donohue at 5:04 pm.

Members Present: Anne Donohue, President; Patrick Myron, Secretary; Steve Schmunk, Member; Carol Steinhaus, Member (arrived at 5:06 pm)

Members Excused: Andrew Dalian, Interim Member

Library Staff Present: Andrea Ingmire, Library Director; Lynette Suckow, Adult Services; Heather Steltenpohl, Development Director; Bruce MacDonald, Assistant Director/IT Head; Rick Orr, Finance Director; Amy Salminen, Circulation Department Head; Samantha Ashby, Adult Services Department Head; Sarah Rehborg, Youth Services Department Head; Brett Hubbard, Administrative Assistant

TAC Representatives Present: Jan Raskin, Chocolay Township; Tom Bronken, Marquette Township; Peggy Jensen, Skandia Township

The Agenda was approved as presented on a motion by Schmunk and seconded by Steinhaus. The motion is approved 4-0.

The Minutes of the May 18, 2021 Board Meeting were approved as presented on a motion by Myron and seconded by Schmunk. The motion is approved 4-0.

Special Presentation – Amy Salminen, Circulation Department Head

The Circulation Department has been busy checking in and out materials and registering patrons for library cards. Quarantining of materials is over so items are being checked in quickly. There is now an online form for library card pre-registration – patrons submit the form online and then bring their required documents to the Library to complete the process. Besides these core tasks, many people may not be aware that Circulation also:

- Faxes documents for patrons, for \$1 per page
- Takes credit card payments for library services
- Accepts materials donations for the Friends of the PWPL
- Processes holds
- Performs curbside deliveries
- Amy also handles odd system issues, gathers statistics, and serves on Superiorland Library Cooperative committees.

Public Comment – No comment was given at this time.

Standing Reports

Staff addressed questions and comments on Standing Reports. Donohue reiterated the Board's thanks to Orr and wished him all the best in retirement. He will be missed.

The meeting adjourned at 6:22 pm.

Respectfully Submitted,

A handwritten signature in blue ink, reading "Patrick Myron". The signature is fluid and cursive, with the first name "Patrick" and last name "Myron" clearly distinguishable.

Patrick Myron
Secretary