Board of Trustees of the Peter White Public Library
Regular Board Meeting
Minutes
Tuesday, August 13, 2024

A regular meeting of the Board of Trustees of the Peter White Public Library was held on Tuesday, **August 13, 2024** in the George Shiras III Room of the Peter White Public Library. The meeting was called to order by President Steve Schmunk at 5:03PM.

Members Present: Steve Schmunk, President; Suzanne Williams, Secretary; Carol Steinhaus, Member; Joe Meyskens, Member. Lori Nelson, Member was respectfully excused.

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.

TAC Representatives Present: Natasha Lantz, West Branch Township; Paul Marin, Marquette Township.

Others present (online): None

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

The Minutes of the June 18, 2024 Board Meeting, and the July 10 joint TAC and Board Meeting were approved on a motion by Meyskens and seconded by Steinhaus. The motion is approved 4-0.

Special Presentation – None

TAC Report: Natasha Lantz, West Branch Township.
New siding has been put on Township hall. Discussion is underway for 5 year recreation plan, and they are working with a planner. They are in the process of getting library ballot language to the county.

Financial Reports – including Approval of the Bills: Goodwin addressed questions and comments related to the bills and financial reports. Large payments were made the past few months as payments for the Front Street stairs were due; payments are reflected in trust fund decreases. A motion was brought by Meyskens and seconded by Steinhaus to approve the bills for June and July of 2024, in the amount of $ 462,161.74 for June and July of 2024. The motion is approved 4-0.

Public Comment: None

Board Action Items:

a) ***Fee Schedule FY24-25-*** The PWPL Board Finance Committee met on June 25 to discuss changes included in the FY24-25 Fee Schedule. Proposed changes affect: non-resident fees, proctoring cost per exam, meeting room booking and usage fees. The effective date of the new fee schedule will be October 1, 2024, with the exception of new meeting room fees to reservations dates starting January 1, 2025. On a motion by Steinhaus and seconded by Meyskens, **the PWPL Board of Trustees moves to approve the FY24-25 Fee Schedule as presented. The Fee schedule will become active on October 1, 2024. Meeting Room reservations fees will be implemented for reservations on or after January 1, 2025**. Steinhaus asked for an update on the use of MACC studios in 2025, Ingmire explained that those spaces will not appear on the Fee Schedule until FY25/26. Williams asked about the item return grace period can be found, Ingmire said it is in the Circulation policy. **The motion is approved 4-0**

b) ***Wages FY24-25 -*** The current union contract between PWPL and our AFSCME represented union employees has had wage reopeners for the past two fiscal years. The current, tentative agreement includes a 4.5% increase for staff should all township ballot proposals pass. If any township proposals fail, PWPL and the union will meet again to negotiate raises based on funds available. On a motion by Meyskens and seconded by Steinhaus. **the PWPL Board of Trustees moves to approve a 4.5% increase to all staff wages (union, administration, and pages) pending the results of the November 5, 2024 election. Retro pay to October 1, 2024 will be offered to all staff should the ballot proposals pass. In addition, all staff falling under the new minimum wage will receive an increase in pay on February 21, 2025 to the new minimum wage rate.** Schmunk verified that the Personnel Committee consisted of Ingmire, Nelson, and Steinhaus. Meyskens spoke in favor of the wage increase, and asked for the length of this current Wage Contract, which will run through September 2025 before being negotiated again. **The motion is approved 4-0**

c) ***Carroll Paul Trust Budget FY24-25 -*** The Carroll Paul Trust Fund is used to support music programming, collections, and staffing at the Peter White Public Library. Each year we adopt a budget for the Caroll Paul Trust Fund. This year Jamie has added the calculation data for how she arrived at the withdrawal amount. On a motion by Steinhaus and seconded by Meyskens, **the PWPL Board of Trustees moves to approve the Carroll Paul Trust Fund Budget FY24-25 as presented.** Steinhaus asked if this is the only Trust Fund PWPL draws from, Steltenpohl spoke at length about the different kinds of funds managed by and/or entrusted to PWPL. Meyksens asked for more information on the history of withdrawals from funds, Goodwin spoke at length about fund balances in the past few years. **The motion is approved 4-0.**

d) ***Operating Budget FY24-25--*** Pending November 5 election results, PWPL is cautiously optimistic about this year's budget. More detail is available in the budget document within the full Board Packet. On a motion by Meyskens and seconded by Steinhaus, **the PWPL Board of Trustees moves to approve the Operating Budget for FY24-25 as presented.** Goodwin explained that revenue from penal fines are still trending upward. Steinhaus asked for more information on the standard definition of taxable values; Goodwin explained this at length in relation to real estate. **The motion is approved 4-0.**

e) ***Policy Approval: LIB-3 Meeting Rooms Policy -*** The meeting room policy helps to ensure that PWPL staff can provide the best possible meeting room services to the community. A meeting room handout will be created for our meeting room reservations. This handout will include the new fee schedule and revised policy information so that a group wishing to book a PWPL meeting room will have all the appropriate information in one document. **On a motion by Williams and seconded by Steinhaus the PWPL Board of Trustees moves to approve the LIB – 3 Meeting Room Policy as amended.** Ingmire brought attention to changes to the policy (highlighted in the packet) that had been made since the Board's first reading. Meyskens suggested making information regarding For Profit use more prominent. Schmunk suggested flipping the wording for Medium and Large capacity rooms so the room type reads first, and to add that they are not available for For Profit Use. Steinhaus asked what costs are incurred by maintaining the piano in the Community Room, Goodwin stated costs are low, and that the piano is also used for library programming. **The motion is approved 4-0.**

f) ***SLC Board Appointment-*** As members of the Superiorland Library Cooperative (SLC) PWPL has the opportunity to appoint a representative to the SLC Board of Directors. However, the voting members must be elected by the SLC membership libraries. In this election the PWPL Board of Trustees needs to select one candidate from the following candidate pool: Eyre Becker (Negaunee Public Library), Kim Nowack (St Ignace Public Library), Dwight Sunday (Forsythe Public Library) All three candidates are currently active in Superiorland functions. Ingmire explained the geographic process by which SLC puts together their Board, including their election process. On a resolution by Steinhaus and seconded by Meyskens. **the Peter White Public Library Board of Trustees hereby selects Dwight Sunday to serve on the Board of Directors of the Superiorland Library Cooperative, adopted this 13th day of August 2024.** The current representation on the Board, both voting members and non, was discussed at length. **The resolution is adopted 3-1, with Williams voting no.**

Other Business:

a) **Committee: Women's Federated Clubhouse.** The Board of Directors for the Women's Federated Clubhouse met with Schmunk and Ingmire on July 5. They are struggling to remain financially solvent and are looking for options that maintain the historical integrity of the building and their history providing services. They've looking for anything from very minor help all the way up to and including donating the building to PWPL. Schmunk and Ingmire decided to establish a committee who can dig into all the details and report back to the full board. Schmunk is willing to serve as a member of this committee, Steinhaus volunteered to serve as well. Meyskens asked if the library has use for a space like the Clubhouse. Potential use of the space was discussed at length. Williams suggested the committee take a tour of the space. The date for their first Clubhouse Committee meeting is TBD.

b) **Front Street Lower Stairs Update**: The Front Street stairs are finished. After a delay caused by the discovery of no mortar on the top step, the work is concluded. Ingmire reported that RAM worked very well with PWPL.

c) **MACC Update**: Word is still getting out about MACC changes, and after the new meeting room policy is approved, Ingmire will start contacting more groups proactively with concrete information.

Public Comment: None

Board Member Comment:

a) **Trustee Manual:** Review of Chapter 7, 2021 Edition. Advocacy and Public Relations. Ingmire reminded all Board Members and staff to remain informed on programs, policies, and library services. Steinhaus asked for Ingmire's opinion on building safety in the event of active violence. The Library's Emergency Plan, library liability, and staff training were discussed at length.

b) Meyskens complimented the quality of the Department Head Reports.
c) Steinhaus asked if the need for Study Rooms has increased greatly with the NMU library being under constructions, and if the rooms can be shared. Ingmire reported these rooms had not been shared, in the past.

Adjournment: Steinhaus made motion to adjourn, seconded by Meyskens. The motion was approved 4-0. The meeting adjourned at 6:44PM.

Respectfully submitted,
Suzanne Williams
Suzanne Williams
Secretary

Upcoming meetings:	September 24, 2024
Upcoming TAC meeting:	October 9, 2024