

**Board of Trustees of the Peter White Public Library
Regular Board Meeting
Minutes
Tuesday, March 23, 2026**

A regular meeting of the Board of Trustees of the Peter White Public Library was held on Tuesday, **March 23, 2026** in the George Shiras III Room of the Peter White Public Library. The meeting was called to order by President Steve Schmunk at 5:01 PM.

Members Present: Steve Schmunk, President; Suzanne Williams, Secretary; Lori Nelson, Member; Joe Meyskens, Member; Heather Addison, 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 Department Head.

TAC Representatives Present: Grace Simula, Marquette Township

Others present (in-person or online): Community Members online

The Agenda was approved on a motion by Addison and seconded by Nelson. The motion is approved 5-0.

The Minutes of the February 17, 2026 Board Meeting were approved on a motion by Meyskens and seconded by Addison. The motion is approved 4-0 with one abstention.

Special Presentations – Amy Salminen, Adult Services Department Head. Salminen gave a presentation on the Adult Services Department, which includes the Reference Desk. Daily tasks often include tech help, reader advisement, printing & copying, tax form distribution, study room checkouts/management, proctoring, and passport processing. Adult Services also manages and tracks library related e-book and digital resources apps, such as Libby/Overdrive, Kanopy, and Hoopla. This department has also been facilitating the digitization of the Mining Journal and is working on the Marquette Monthly. Meyskens asked if the digitized projects are backed up, Salminen said that the library has microfilm and digital backup, and NMU holds a backup on their Uplink system. Salminen provided a list of all the adult book clubs that are held and operated by the library. Schmunk asked about book availability for the clubs, Salminen said the library buys at least 5 copies of each focus book (which later become book club kits that patrons can check out), which circulates several months before the meeting is held. Adult Services also works with Christine Ault, a former teacher, to provide the Tech Coaching for Seniors program. Salminen summarized the upcoming Adult Summer Reading Program, which is sponsored by the Friends of the Library. Other upcoming events include: Great Michigan Read, Repair Café, and a Fall 2026 Financial Literacy series. As an ongoing occurrence, Adult Services staff also provide Superiorland Yesterdays to the Mining Journal (all staff write a What's New at PWPL article each week for the Mining Journal), and curate the book displays. Schmunk asked about historical maps that are managed by their department, Salminen said many people use them for genealogy projects.

TAC Report: None

Financial Reports – including Approval of the Bills: Goodwin addressed questions and comments related to the bills and financial reports. A motion was brought by Meyskens and seconded by Nelson to approve the bills for January 2026, in the amount of \$178,191.47. **The motion is approved 5-0.**

Public Comment: None

Board Action Items:

- a) **Bylaws of the Board of Trustees GOV 6-** At the February 17, 2026, Board of Trustees meeting, the Board reviewed updates to the Board Bylaws including: timing of the election of officers should a May meeting not be held, and a typo. At the February 23, 2026, Board Policy Committee meeting, two other changes were identified for Article III, Section 7. The order of business for regular meetings. 1. Adding a Consent Agenda item which may include previous meeting minutes, appointments, and routine business. 2. Changing Board Member Comment to Board Member Comment and Committee Reports, allowing a place in the agenda for board committee minutes or reports to be made. Committee minutes do not need approval from the full board. On a motion by Meyskens and seconded Addison by **the Board of Trustees of the Peter White Public Library moves to approve changes to the GOV-6 Bylaws of the Board of Trustees as presented.** Presentation and structure of the consent-agenda was discussed at length; it was decided that an item would only need to be pulled and listed separately if the Board actively chose this for any given topic. Otherwise it is designed for items that do not require additional discussion. **The motion is approved 5-0.**
- b) **Bulletin Board and Pamphlet Policy PRG-4:** The current Public Bulletin Board Posting Policy was adopted in February 2022. A policy rewrite and updated procedure are both needed. The Circulation desk is the primary contact for questions and drop off location for posters. Melissa Alan, Circulation Department Head, has been reviewing posters as they arrive and the revised policy has largely been her work. At the February 23, 2026, Board Policy Committee meeting, committee members reviewed and made suggestions about a draft of this policy. Since that meeting, there has been added clarification about what signage may be posted by groups using PWPL meeting rooms and added information about the Peter White Table pamphlet area. Ingmire discussed the history of this policy at length, and some of the operations issues that staff hope the updates could resolve. Schmunk asked about the Right of Appeal, whether it should go to the Director or the Board first, Ingmire said it is reviewed by the Director before ultimately being sent to the Board.
First Reading, no action.

Other Business:

- 1) **Strategic Plan Update:** Library Board of Trustees and Township Advisory Council members who are making follow-up phone calls this month. That follow-up contact will be wrapped up by the end of March. On April 29, 2026 the Strategic Planning Committee will meet to set goals for the next 2-3 years related to survey, call, and data feedback received.

- 2) **Marquette Township Book Drop Location:** Due to the damage that Westwood Mall sustained this winter, it was time to discuss the future of that book drop location. Ingmire reached out to Lyn Durant, Marquette Township Supervisor to see if locating the book drop at the township hall would be an option. While there are some details that need to be discussed, they agreed it could be a viable option. Other commercial properties close to the current drop box location or in other parts of the township will be explored. In addition to the book drop location, PWPL may need to consider a new book drop. Unfortunately, the cost of these is high. Ingmire estimates the cost would be approximately \$8000 on a comparable new book drop. Should there be any costs to the moving or installation of the book drop in a new location, that will also need to be addressed. Meyskens asked if the state of the book drop is separate from the state of the mall itself, Ingmire said not likely, given the fixture. A full inspection of the device is still pending. Addison asked if the mall drop could be retired for the vape cartridge return program, but Ingmire said it is too large. Varying costs were discussed at length.
- 3) **2025 Community Report:** The 2025 Report is complete. These will be mailed to the donor list and extras will be available in the library. A digital copy of this report is available on the PWPL website: https://pwpl.info/wp-content/uploads/2026/03/2025-Community-Report_web.pdf

Public Comment: None

Board Member Comment

- 1) **General Comments:** Schmunk asked about recent trespass incidents that occurred at the library. Ingmire reported at length.
- 2) **Board Committee Reports**
- 3) **Trustee Manual: Review of Chapter 9, 2021 Edition: Intellectual Freedom.** Ingmire reported that Marquette is overall supportive in protecting the public's right to information. PWPL's Collection Development Policy anticipates many of the questions patrons ask about how library materials are chosen and managed.

Adjournment: Addison made motion to adjourn, seconded by Meyskens. The motion is approved 5-0. The meeting adjourned at 6:26 PM.

Respectfully submitted,



~~Steve Schmunk~~ Suzanne Williams
President Secretary

Upcoming meetings:

Board of Trustees: April 21, 2026

Board of Trustees Committee Meetings: n/a

Upcoming TAC meeting: April 8, 2026