Board of Trustees of the Peter White Public Library
Regular Board Meeting
Minutes
Tuesday, June 9, 2026

A regular meeting of the Board of Trustees of the Peter White Public Library was held on Tuesday, **June 9, 2026** in the George Shiras III Room of the Peter White Public Library. The meeting was called to order by President Steve Schmunk at 5:02 PM.

Members Present: Steve Schmunk, President; Suzanne Williams, Secretary; Joe Meyskens, Member; Heather Addison, Member; Carol Pitz, Member.

Respectfully Excused: None

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.

TAC Representatives Present: Beth Linna, Skandia Township.

Others present (in-person or online): One member of the public online, two in person.

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

Consent Agenda was approved as amended on a motion by Meyskens and seconded by Addison. The motion is approved 5-0.

Consent Items – Minutes of April 21, 2026 Library Board of Trustees Meeting

Election of Officers: Schmunk presented a slate of Board Members, Schmunk to continue as President, and Williams to remain as Secretary. Nominations were called, with no others coming forward. **The election of officers was approved on a motion by Addison and seconded by Pitz. The motion is approved 5-0.**

Special Presentation: Kathryn Pelton, Anderson Tackman & Company, PLC.
Pelton gave a presentation on PWPL audited financial statements for the fiscal year ending September 30, 2025. With the goal being to provide reasonable assurance to the community, targeting risk prone areas, she said the audit went smoothly. Pelton gave examples of how numbers in financial statements are interpreted by auditors. The next audit will see a change in government requirements for the financial reporting model which, with the goal of reducing redundancies, will include context for numbers. Meyskens asked about MERS excess or deficiencies, which were discussed at length. Schmunk asked about the drop in payroll costs reported in the MERS numbers, which was determined to be from a drop in staff enrolled in the defined benefit plans as incoming staff are now in defined contribution plans.

TAC Report: Beth Linna, West Branch Township. Linna said the baseball fields and new playground have been very busy. Brandon Bray has resigned as trustee, Full Plate Farm owner Laura Brosius is the new trustee.

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 Addison to approve the bills for April 2026 and May 2026, in the amounts of $265,619.04 and $172,411.33. **The motion is approved 5-0.**

Public Comment: None

Board Action Items:

a) ***Strategic Plan 2026-2030-*** The PWPL strategic planning update process began in February 2025 and was led by a committee comprised of PWPL Board of Trustee members, Township Advisory Council representatives, and staff. After exploring the use of external consultants, the committee chose to complete the planning process internally. Community input was also incorporated via survey responses, and follow-up conversations with responding patrons who expressed interest. Using this feedback, the committee identified key trends and priorities to develop the proposed plan. On a motion by Addison and seconded by Pitz **the Board of Trustees of the Peter White Public Library moves to Approve the Strategic Plan 2026-2030 priorities as presented.** Ingmire provided lists of goals divided into Service, Expertise, and Sustainability. Williams asked for more information on changes in publicity, Ingmire said the plan hopes to streamline how and where library-wide events are listed. Williams asked how these tasks will be prioritized, Ingmire said staff will be able to review and weigh in. Meyskens asked how developed each department's SOPs are, Ingmire said they are being developed. **The motion is approved 5-0.**

b) ***FY 25/26 Budget Adjustments-*** The library's budget starts from projected revenues and expenditures rather than actual amounts. As the fiscal year progresses, budget estimates become more refined. Finance Director, Jamie Goodwin, has completed a review of the Fiscal Year 25/26 budget, presenting budget amendments for board consideration. Significant revenue increases include: Small Taxpayer Exemption Loss, Township Contract Revenue and an LSTA Grant awarded from the Library of Michigan to offset expenses associated with an employee's attendance at the PLA Conference in Minneapolis. Additionally, the library has received more than $50,000 in designated donations and Friends of the Library grants for programming and collection materials. Significant expenditure increases include: snow & waste removal and natural gas utilities both of which are a direct result of the extreme winter. In addition, insurance costs exceeded original budget projections due to increased rates. The proposed amendments maintain a balanced budget and increase both revenues and expenditures by $93,624, resulting in an amended total budget of $2,497,414. The amended budget includes a reserve amount of $7,245. On a motion by Meyskens and seconded by Addison **the Board of Trustees of the Peter White Public Library moves to Approve the FY25/26 Budget Adjustments as presented.** Goodwin shared that, for the first time, this year all Township revenue was remitted on time, which sets a new baseline for future financial planning. **The motion is approved 5-0.**

c) ***Local History Research Room Policy (INFO-2-) and Reference Service Policy (INFO-3)-*** The following Adult Services policies are presented for Board review, and are written to reflect current practices of Adult Services staff in assisting patrons. Updates to INFO-2 are minor and administrative in nature, including the removal of a reference to INFO-3 for improved clarity and consistency. Revisions to INFO-3 are more substantive. The previous version of this policy emphasized the ability of staff to conduct in-depth research on behalf of patrons.

However, as noted by the Adult Services Department Head, this level of service is rarely provided due to time and staffing constraints, and because other organizations in the community are better equipped to offer specialized research support. The revised policy shifts focus to clearly defining the types of reference services that library staff can reasonably and consistently provide. Both policies were reviewed by the Board Policy Committee at its meeting on June 1, 2026. **First reading, no action needed.** Ingmire added that the policies are being edited to accurately reflect what PWPL staff are able to do, and what resources are available or can be recommended through the library.

d) ***Library Card Policy (CIRC 1)-*** The staff has been reviewing the definition of "resident" as outlined in the Library Card Policy. The current policy defines a resident as anyone living in, or owning real or personal property within, the library's service area. The inclusion of the term "personal property" has raised concerns, as it is legally broad and may create ambiguity regarding eligibility for resident cards. The Board Policy Committee considered this issue at its June 1, 2026 meeting. Following discussion, the committee recommends removing the term "personal" from the definition. The intent is to limit eligibility to individuals residing in non-movable structures within the service area. Additional updates were made to clarify the policy's treatment of short-term living arrangements, such as campgrounds, motels, hotels, and vacation rentals. The section addressing NMU resident cards was also reorganized to improve clarity and consistency within the policy. **First reading, no action needed.** Meyskens asked for more information about the definition of "temporary" lodging, which was discussed at length. Pitz asked if card audits are conducted, Ingmire verified it occurs every two years.

Other Business:

1) **Standing Board Committees:** Standing committees of the PWPL Board of Trustees as outlined in the By-Laws include Finance, Personnel, and Investment. In 2025 the Board also created a Policy Committee to review policies prior to board meetings.

   Schmunk and Meyskens will remain on the Finance Committee; ultimately, this committee may combine with the Investment Committee–with the Library Board creating a special committee if changes to the investment policy or vendor are desired. Meyskens will serve as the appointee to the Investment Committee should it remain separate. The Finance Committee will meet on July 20, 2026, 9:30 am in the Peter White Conference Room.

   Pitz volunteered to serve on the personnel committee, and Addison will continue. This committee will also oversee a Library Director review and contract update this Summer as well as approving the outcome of wage negotiations with Union and Administrative staff. This committee will set a meeting date in the near future.

   Schmunk and Addison will remain on the policy committee. Members of this committee should be prepared to meet prior to each regular board meeting.

2) **Budget FY26-27 Work Session**: The budget timeline has been shortened significantly this year. The City Commission budget work session is likely to happen in the same week as the board meeting in August. Therefore, PWPL would like to schedule a budget work session with the PWPL Board of Trustees. Possible meeting dates were

discussed, and a meeting was set for Tuesday, July 21, 2026 at 4:00 pm in the Shiras Room.

Public Comment: A father and daughter introduced themselves as being present to earn a Scout Merit Badge for attending a public meeting and taking notes.

Board Member Comment

1) **General Comments:**
   -Introduction of newest Board Member Carol Pitz
   -Meyskens asked about the results of Amnesty Month—Ingmire said the library did have some materials returned, and also learned the direct emails get a good response from patrons who need to be contacted. Materials and items still missing were discussed at length, with discussion of modifying the lending policy related to Library of Things to better protect items.
2) **Board Committee Reports:**
   a. Strategic Plan Committee 4/29/2026
   b. Policy Committee 6/1/2026
3) **Trustee Manual: Review of Chapter 11, 2021 Edition: Friends of the Library.** This chapter outlines how the Friends of the Library operate. This entity does have their own by-laws and meetings. Steltenpohl said they raised over $75,000 last year, between the store and book sales. The next sale is September 2026.

Adjournment: Meyskens made motion to adjourn, seconded by Pitz. The motion is approved 5-0. The meeting adjourned at 6:35 PM.

Respectfully submitted,
[redacted]
Suzanne Williams
Secretary

Upcoming meetings:
Board of Trustees: July 8, 2026-Joint meeting with TAC
July 21, 2026, 4:00 pm – Budget Work Session.
August 4, 2026
Board of Trustees Committee Meetings:
Finance – July 20, 2026, 9:30 am;
Upcoming TAC meeting: July 8, 2026