

**PETER WHITE PUBLIC LIBRARY  
BOARD OF TRUSTEES  
JANUARY 20, 2009**

The regular meeting of the Peter White Public Library Board of Trustees was called to order at 5:00 p.m.

**ROLL CALL**

**Present:** Toni Eppensteiner, President  
Dianne Patrick, Secretary  
Robert Glenn  
Lynn Moon  
Dirk Van Osdol  
Pamela Christensen, Library Director  
Claire Rose, Deputy Director  
Heather Steltenpohl, Administrative Assistant  
Ron Carrigan, Finance Director  
Caroline Jordan, Librarian  
Bruce MacDonald, Librarian

**Absent:** None.

**NOTE OF AGENDA CHANGES**

The agenda was approved as submitted.

**CONSENT AGENDA**

Glenn moved and Van Osdol supported to approve the consent agenda as follows:

1. Approve the minutes of the previous meetings
2. Approve the bills payable
3. Communications
4. Statistical Reports
5. Departmental Reports

Motion carried.

**PRESENTATIONS**

**Management Report - Administrative Team** – Christensen presented the management report for the administration team. Christensen noted that the entire PWPL staff is the best staff as a whole she's ever seen.

**FINANCIAL REPORTS**

Christensen reviewed the current financial reports. Carrigan reported that new procedures have been put in place to handle credit card sales, as advised by City staff. PWPL has seen a sharp increase in credit card sales.

**PUBLIC PARTICIPATION**

None.

### **BOARD ACTION ITEMS**

**Overdue Materials Retrieval** – MacDonald and Christensen presented a plan for retrieval of overdue materials in cooperation with the City of Marquette Police Department. Moon moved and Glenn supported to follow the recommendation of the Library Director and approve the cooperation of the library staff and the City of Marquette Police Department in contacting delinquent borrowers for the purposes of securing the return of overdue library materials. Motion carried.

**Audit Review** – The 2007/2008 audit was reviewed. There was discussion regarding the recording of capital assets.

**Budget Revision** – Christensen presented the 2008/2009 operating budget revision. Van Osdol moved and Moon supported the approval of the 2008/2009 operating budget revision as presented. Motion carried.

**Million Pennies** – Glenn moved and Van Osdol supported to follow the recommendation as amended to approve the transfer of the million pennies fund from Wells Fargo to the PWPL Development Fund the Marquette Community Foundation for the future benefit of youth programming and materials. Motion carried.

**February 2009 Special Meeting Date** – It was decided that a special meeting to discuss the 2009/2010 operating budget and the bond repayment campaign will be held February 5 at 6:00 p.m.

### **LIBRARY DIRECTOR'S REPORT**

**Knee Surgery** – Christensen reported that she is having knee replacement surgery on February 18, 2009. While she is recovering, Rose will be in charge.

**OverDrive Project** – Christensen and Jordan reported on a new project with OverDrive to provide downloaded files of audiobooks to patrons.

**Leave Donation Request** – Christensen reported that she has received a request from staff to donate unused leave time to a staff member undergoing surgery who will not have enough time to cover her entire leave of absence. Christensen would like to defer the issue to AFSCME for their interest and pursue it from there.

### **DEPUTY DIRECTOR'S REPORT**

Rose gave an update on the bond repayment campaign plans. The next step will be to create the development committee. A plan must also be approved to make the final payment of the bond by June 30, 2009 and to allow for pledges to be made to the campaign over three to five years.

### **COMMITTEE REPORTS**

**Township Advisory Council** – Emerick reported that PWPL should know by the March TAC meeting the results of the LSTA proposal. New representatives from West Branch Township should also be in place at that time. Once the new West Branch Township representatives are seated, Emerick will resign from the TAC.

**Personnel Committee** – No report.

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**UNFINISHED BUSINESS**

None.

**NEW BUSINESS**

None.

The meeting was adjourned at 7:30 p.m.

Respectfully submitted,

Dianne Patrick  
Secretary

DP/hs