

**PETER WHITE PUBLIC LIBRARY  
BOARD OF TRUSTEES  
JUNE 15, 2010**

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

**ROLL CALL**

**Present:** Dianne Patrick, Secretary  
John Weber  
Dirk Van Osdol  
Pamela Christensen, Library Director  
Claire Rose, Deputy Director  
Heather Steltenpohl, Administrative Assistant  
Marlene Seelig, Interim Finance Director  
Carolyn Myers, Township Advisory Council

**Absent:** Toni Eppensteiner, President  
Lynn Moon

**AGENDA APPROVAL**

The agenda was approved as presented.

**CONSENT AGENDA**

Van Osdol moved and Weber 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.

**FINANCIAL REPORTS**

Van Osdol noted that the new format of the financial reports looks good and noted errors and changes needed in subtotals.

**PUBLIC PARTICIPATION**

David Boyd would like to look into revising the south circle of the garden to add a ramp going into the round next to the stairs rather than demolishing the stair entirely. He is also identifying potential donors for the project. He is doing research to hold a universal design summit at PWPL in late winter/early spring 2011.

**MANAGEMENT REPORT**

Stan Peterson, Maintenance Services Coordinator presented his annual management report.

### **BOARD ACTION ITEMS**

**Fiscal Year 2009/2010 Operating Budget Revision** – Weber moved and Van Osdol supported the approval of the 2009/2010 operating budget revision as presented. Motion carried.

**Meeting Room Policy Revision** – The proposed meeting room policy revision was discussed as well as recent communication from the Alliance Defense Fund regarding the prohibition of religious services at PWPL. Weber noted that the wording is problematic in his opinion. Christensen has referred the issue to an attorney. Weber moved and Van Osdol supported the revision of the meeting room as presented. Motion carried.

**Finance Director Job Description** - Seelig reviewed her experiences in the position of finance director since she began her temporary position at PWPL in April 2009. Van Osdol moved and Weber supported the approval of the Finance Director job description as presented. Motion carried.

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

**Blue Cross Blue Shield Rates** – Christensen reported that PWPL AFSCME representatives have met with at BCBS agent to reduce the increase to 8%. The personnel committee will meet to discuss the administrative package.

**All Staff Inservice** – The annual PWPL all staff inservice will be held July 15, 2010. PWPL will be closed to the public all day that day. Board members are invited to attend.

**Wells Fargo Stock Transfers** – Christensen reported on problems with Wells Fargo selling stock received as donations in a timely manner. Weber noted that Wells Fargo's work with PWPL accounts is not acceptable. They are not meeting benchmarks or paying attention to the accounts.

After further discussion Weber moved and Van Osdol supported opening the management of PWPL trust accounts for bid from other institutions and reconvening the PWPL investment committee. Motion carried.

Christensen also reported that she, Rose and Steltenpohl met with Jamie Levy regarding the creation of a new endowment fund.

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

Rose reported on the PrimeTime literacy programming grant PWPL has been awarded.

### **COMMITTEE REPORTS**

**Township Advisory Council** – Myers thanked Rose and Lynette Suckow for their work on the Library Links project. Nathasha Gill from Skandia is the newest TAC member.

Christensen reported that the District Library training will be held the first week of October.

**Personnel Committee** – Christensen reported that the committee needs to meet to discuss the administrative staff BCBS package.

### **UNFINISHED BUSINESS**

None.

**PETER WHITE PUBLIC LIBRARY  
BOARD OF TRUSTEES  
JUNE 15, 2010  
PAGE 3 OF 3**

**NEW BUSINESS/BOARD MEMBER COMMENTS**

None.

**PUBLIC PARTICIPATION**

Boyd noted the problem with sound in the community room and the MACC carrying between the two facilities. He also noted that he would be happy to speak with Bill from UP Engineers and Architects.

The meeting was adjourned at 6:40 p.m.

Respectfully submitted,

Dianne Patrick  
Secretary

DP/hs