

**PETER WHITE PUBLIC LIBRARY  
BOARD OF TRUSTEES  
September 20, 2011**

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, President  
Lynn Moon, Secretary  
Dirk Van Osdol, Trustee  
Julie Higbie, Trustee  
Sandra Page, TAC  
Pamela Christensen, Library Director  
Heather Steltenpohl, Development Director  
Dominic Davis, Administrative Assistant  
Marlene Seelig, Finance Director  
Caroline Jordan, Librarian  
Jim Gallant, Public

**Absent:** None

**AGENDA APPROVAL**

The agenda was approved unanimously.

**CONSENT AGENDA**

Moon moved to accept the agenda and Van Osdol followed with the second. Agenda Approved.

**FINANCIAL REPORTS**

There were questions concerning the interest accumulated on the first page of the financial report – Patrick unsure about where the figures come from and there was no immediate answer given. Seelig stated that currently the financial report is in a state of flux due to the coming Oct. 24 audit.

**PUBLIC PARTICIPATION**

Jim Gallant, representing Project Parenting Time, spoke about attending City government affiliated meetings to ensure that government agencies are following Robert's Rules of Order. Jim stated that his organization works on removing barriers for developmentally challenged persons of a community and that following Robert's Rules of Order helps make certain that information is not slipped passed individuals.

**BOARD ACTION ITEMS**

**Update Authorized Signers of Helen-Paul Trust Fund and General Fund** – Motion was made by Moon to appoint Patrick and Van Osdol as authorized signers on both the Helen-Paul Trust Fund as well as the Peter White Public Library General Fund. Higbie followed with second. Motion passed.

**Code of Ethics Policy** – The Code of Ethics Policy was handed out to the board members. Further discussion planned for the next Board of Trustees meeting.

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

**UP Book Tour 2012** – The Peter White Public Library sent out our applications for a major grant from the Michigan Humanities Council on September 15, 2011. Christensen noted that she will be handing out the narrative at the next Board of Trustees meeting. The PWPL will have to fundraise \$18,000 to match the \$15,000 grant, if it is granted for the UP Book Tour 2012.

**Tu Kaluthia** - Tu Kaluthia will be remaining at the PWPL. They are currently caught up with their rent. Patrick suggested Davis inform the Tu Kaluthia Café of events the library is hosting that could draw in more money for the café.

#### **DEVELOPMENT DIRECTOR'S REPORT**

**Allyn Roberts Challenge Update** – The Allyn Roberts Challenge wrapped up nicely with funds now having been transferred to the PWPL. Steltenpohl is gearing up for the Annual Fund. As the result of a donation, Steltenpohl discovered a planned gift to the Peter White Public Library.

#### **PUBLIC PARTICIPATION**

Gallant asked Patrick to please entertain a point of order for the next meeting.

#### **COMMITTEE REPORTS**

**Township Advisory Committee** – Sandra Page was welcomed as the representative for the TAC. Page informed the board that representatives will be changing from month to month. Christensen also reported that she will include TAC Meeting minutes in the Board Packets.

#### **Personnel Committee –**

**AFSCME NEGOTIATIONS** – No date set for further negotiations yet. The AFSCME contract will expire October 15, 2011, and Moon suggested a Special Meeting of the Board of Trustees to meet before the contract expires.

#### **UNFINISHED BUSINESS**

Ethics Policy tabled until following meeting set for October 18.

#### **NEW BUSIENSS/BOARD MEMBER COMMENTS**

Moon would like to see the Department Heads present information about their departments at future Board meetings as has been down in the past.

The meeting was adjourned at 5:53 p.m.

Respectfully submitted,

Lynn Moon  
Secretary

LM/dd