

**PETER WHITE PUBLIC LIBRARY  
BOARD OF TRUSTEES  
December 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  
Cindy Prosen, Trustee  
Pamela Christensen, Library Director  
Heather Steltenpohl, Development Director  
Dominic Davis, Administrative Assistant  
Marlene Seelig, Finance Director  
Vicki Mann, Librarian  
Amber Ruska, Public  
Jessica Fluette, Public  
Richard Snapp, Public  
Mary Young, Public

**Absent:** None

**AGENDA APPROVAL**

Item D. Budget Revision For Fiscal Year 2011-2012 was moved to item A. under Board Actions Items on the agenda while Property/Liability and OD Insurance Package was moved to item D. Committee Reports was moved to item VI. on the agenda.

**CONSENT AGENDA**

Higbie moved to approve the agenda and Van Osdol second.

**FINANCIAL REPORTS**

Seelig stated that Tu Kaluthia has paid two (2) months of back rent to the PWPL. Moon requested that information about part-time man hours be presented with additional information, placing those figures within context according to the budget.

**PUBLIC PARTICIPATION**

There were four (4) high school government students in attendance. No discussion.

**COMMITTEE REPORTS**

**Township Advisory Committee** – No report.

**Personnel Committee** – Personnel Committee met 12/13/2011 and made the following recommendations:

1. AFSCME Labor Agreement calls for a Wage freeze from July 1, 2011 to June 30, 2012 and the Personnel Committee recommended that Administrative and Non-AFSCME employees be subject to the same wage freeze for that fiscal year.
2. Administrative and Non-AFSCME employees with Couple/Family insurance coverage pay 10% of the difference in the cost between Single coverage and Couple/Family coverage. This recommendation, if approved, but also be reflected in the Library Director's contract.
3. The Finance Director be granted six (6) hours of PTO per month on the first of the month effective December 1, 2011 with eleven (11) paid holidays. Also, after two (2) years of continuous employment, the Finance Director is eligible for longevity pay and her birthday as a holiday.
4. The Library Director's current contract be renewed for two (2) years with a wage reopener July, 2012. The Library Directors contract would be amended to reflect the 10% difference in cost between Single insurance coverage and Couple/Family insurance coverage. Membership dues/meals for Marquette Rotary Club West be renewed. It was also recommended that the Library Director be granted an additional five (5) benefit days per year totaling 41 benefit days.

A motion to accept the first three recommendations was made by Moon and Prosen supported the motion. The first three recommendations passed unanimously. A motion to accept the fourth recommendation concerning the Library Director's contract was made by Moon and supported by

. Van Osdol opposed. Motion carried.

### **BOARD ACTION ITEMS**

**Budget Revision** – Moon motioned to accept the revised budget as presented. Higbie followed with a second. Motion Carried.

**Property/Liability and OD Insurance Package** – Kelly Reed of VAST gave a presentation to the Board of Trustees. Van Osdol made the motion to accept the insurance package as presented by VAST and Prosen supported the motion. Motion carried.

**Johnson Controls memo of Understanding** – Higbie made the motion to approve the Memorandum of Understanding between the Peter White Public Library and Johnson Controls, Inc. for Phase One of the proposed Energy Savings Project. Van Osdol supported the motion with a second and the motion carried.

**Tu Kaluthia** – No recommendations were made concerning Tu Kaluthia. Item tabled until next month.

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

**Food for Fines** – The PWPL continued to collect food donations after the December, 1 2011 TV6 Can-a-thon.

**Staffing Changes** – it was noted that three (3) employees will be retiring at the end of the month and another employee will be leaving for other employment.

**Universal Design Program** – Pam will be working on a grant from the National Endowment for the Arts in order for Marquette to potentially host a Universal Design Symposium. An informational webinar will be help January 11, 2012.

**DEVELOPMENT DIRECTOR'S REPORT**

**Annual Fund** – the PWPL has currently raised \$86,456.91 since July 1, 2011. This figure significantly higher than last year at the same time.

**PUBLIC PARTICIPATION**

No discussion.

**UNFINISHED BUSINESS**

None.

**NEW BUSIENSS/BOARD MEMBER COMMENTS**

Budget presentation planned for January. Tour of the PWPL planned for February.

The meeting was adjourned at 6:55 p.m.

Respectfully submitted,

Lynn Moon  
Secretary

LM/dd