

**PETER WHITE PUBLIC LIBRARY
BOARD OF TRUSTEES
November 22, 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,
Jill Louma, TAC
Pamela Christensen, Library Director
Heather Steltenpohl, Development Director
Dominic Davis, Administrative Assistant
Caroline Jordan, Librarian
Brandon Maher, Public

Absent: Marlene Seelig, Financial Director

AGENDA APPROVAL

After items *C. Christmas Tree Set-up* and *D. Energy Conservation Measures* were added to the Library Director's Report the agenda was approved.

CONSENT AGENDA

Higbie moved to approve the agenda and Van Osdol second.

FINANCIAL REPORTS

Van Osdol inquired about the city audit and the June 30th financial figures for the Peter White Public Library. Christensen stated that there would be a budget presentation for the January meeting of the Board of Trustees.

PUBLIC PARTICIPATION

One (1) public participant was in attendance to fulfill a requirement for a high school government class.

BOARD ACTION ITEMS

Holiday & Special Library Closures 2012 – The Board of Trustees adopted the holiday closure schedule for calendar year 2012 and approved the early closure at 5:00 pm on Friday, May 11, 2012 for the Donor Party as well as the all-day closure of the library on Wednesday, August 22, 2012 for a Staff In-Service. Van Osdol motioned to approve the closures and Higbie second. Motion Carried.

UPS System – Christensen noted that it would still be possible to purchase additional batteries for the replacement UPS System in the future. Van Osdol moved to accept the bid from Hedrick Associates for the replacement of the Liebert UPS system at a cost of \$19,792.00 and Higbie supported the recommendation. Motion carried.

Code of Ethics Policy – The Code of Ethics Policy was amended with the removal of “employees” from the Policy Statement. Moon moved to accept the policy developed for the Board of Trustees of the Peter White Public Library and Van Osdol supported the motion. Motioned carried with the amendment.

PWPL Code of Conduct – Jordan recommended the board remove “footwear” from the eighth bullet of *All Users* section as well as entire ninth bullet under *Weapons/Cell Phone/Computer/Bicycles/Strollers/Animals/Photography* about cell phones with cameras being used in the library. Moon moved to accept the PWPL Code of Conduct to include Jordan’s recommendations and Higbie supported the motion. Motion carried.

PWPL Code of Conduct Appeal – Moon motioned to dissolve the Order of Trespass placed against a library patron. Higbie supported the motion. Motion carried.

LIBRARY DIRECTOR’S REPORT

Energy Conservation – Christensen noted that Johnson Controls may be performing a full-scale energy assessment of the library.

DEVELOPMENT DIRECTOR’S REPORT

Holiday Open House – Steltenpohl reminded the board that the Holiday Open house will be Sunday, December 4, 2011.

PUBLIC PARTICIPATION

none.

COMMITTEE REPORTS

Township Advisory Committee – No report.

Personnel Committee – No report.

UNFINISHED BUSINESS

None.

NEW BUSIENSS/BOARD MEMBER COMMENTS

None.

The meeting was adjourned at 6:46 p.m.

Respectfully submitted,

Lynn Moon
Secretary

LM/dd