

**PETER WHITE PUBLIC LIBRARY
BOARD OF TRUSTEES
October 18, 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
Dirk Van Osdol, Trustee
Julie Higbie, Trustee
Jan Raskin, TAC
Pamela Christensen, Library Director
Dominic Davis, Administrative Assistant
Marlene Seelig, Finance Director
Caroline Jordan, Librarian

Absent: Lynn Moon, Secretary
Heather Steltenpohl, Development Director

AGENDA APPROVAL

After item *D. PWPL Purchase Policy* was added to Board Action Items the agenda was approved unanimously.

CONSENT AGENDA

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

FINANCIAL REPORTS

Seelig presented a new format in which to display figures and break down the financial report and requested feedback from the board members. Van Osdol would like to see more accurate variances within the budget on the financial report to better identify where we are over in budget. Patrick inquired about the *Need to Read* account questioning whether or not it should be closed. Christensen explained that although the account is not used it has to remain on the spreadsheet for a specific time period before being removed.

PUBLIC PARTICIPATION

none

BOARD ACTION ITEMS

Food For Fines – Van Osdol made the motion to approve the Food For Fines program to coincide with the TV6 fall Can-a-Thon and Higbie made the second. Motion passed.

Basic Access Card – Van Osdol made the motion to adopt the new Basic Access Card Policy for the period of October 19, 2011 to March 21, 2012. Higbie second. Motion passed.

Conference & Travel - Van Osdol made the motion to approve conferences and travel expenditures with the understanding that one (1) board member must approve all requests in order for the Library Director to take advantage of conference discounts.

LIBRARY DIRECTOR'S REPORT

Space Utilization – Christensen suggested possible uses for the office currently being occupied by the Great Lakes Center for Youth Development in the Peter White Public Library. This office space is being used rent free and Christensen recommended that the Board of Trustees review the current and potential uses for the former Career Resource Center office.

Approval of Authorized Board and Staff Members - Higbie made a motion to approve the list of authorized board and staff members that can sign various documents and financial instruments. This list also includes the staff named as Freedom of Information Act Officer and Library Response Officer. Van Osdol followed the motion with the second. Motion passed.

Grievance - Christensen is seeking bids to replace the UPS that the PWPL is currently uses.

DEVELOPMENT DIRECTOR'S REPORT

Steltenpohl absent.

PUBLIC PARTICIPATION

none.

COMMITTEE REPORTS

Township Advisory Committee – No report.

Personnel Committee –

AFSCME NEGOTIATIONS – The November 22nd meeting of the Board of Directors was suggested for the next date to discuss negotiations.

UNFINISHED BUSINESS

None.

NEW BUSIENSS/BOARD MEMBER COMMENTS

None.

The meeting was adjourned at 6:50 p.m.

Respectfully submitted,

Lynn Moon
Secretary

LM/dd