

**Board of Trustees of the Peter White Public Library  
Regular Board Meeting  
Minutes  
September 26, 2017**

A regular meeting of the Board of Trustees of the Peter White Public Library was held on Tuesday, September 26, 2017 in the Business Reference Room of the Library. The Meeting was called to order by President Anne Donohue at 5:02 p.m.

**Members Present:** Anne Donohue, Patrick Myron, John Mallo, Andrew Dalian, Carol Steinhaus

**Library Staff Present:** Andrea Ingmire, Library Director; Dominic Davis, Administrative Assistant; Rick Orr, Finance Director; Heather Steltenpohl, Development Director; Bruce McDonald, Technical Services Librarian; Sarah Rehborg, Youth Services Librarian; Margaret Boyle, Circulation Department Head

**TAC Representative:** Jan Raskin – Chocolay Township

**The Agenda** was approved with Financial Reports following Board Action Items on a motion by Dalian. The motion was supported by Myron. Motion carried 4-0.

**The Minutes** of the August 15, 2017 meeting were approved as presented on a motion by Dalian with support by Myron. Motion carried 4-0.

**Public Comment** No comment was given at this time.

Steinhaus arrives at 5:06pm

**Township Advisory Council Report** Jan Raskin, Chocolay Township – Raskin thanked the Board for having TAC representation at the meetings.

**Board Action Items**

- A. Union Contract Ratification** – Ingmire highlighted the changes to the Union Contract.
- a. Accrued PTO Liability, Long Term Disability, MERS, Wages** – On a motion by Myron the Board of Trustees of the Peter White Public Library adopts the Union Contract ratifications as presented in the Tentative Agreements. This includes the additional benefits of Long-Term Disability, MERS health care saving program, and the PTO conversion. As part of the conversion from a variety of benefit time components to straight PTO time, the Library Board of Trustees authorizes the buyout of employee earned benefit time as outlined in the Union contract. The buyout will not exceed \$57,600.00, the projected cost based on hours as of 9/8/17, and will impact the FY 16/17 Budget using FY 16/17 employee pay rates. Motion seconded by Steinhaus. Motion carried 5-0.

Steinhaus leaves at 5:37pm

- B. Non-Union Wages/Benefits** – Ingmire presented proposed wage increases for non-union staff and a recommended addendum to the library director contract from the Personnel Committee. Ingmire stated that a request for consideration for an additional wage increase was received from administrative assistant Dominic Davis. Ingmire indicated that request would be taken up by the Personnel Committee.
- a. Pages, Admin Staff, Director Contract** – On a motion by Myron the Board of Trustees of the Peter White Public Library approves wage increases of \$0.20/hr for Admin staff (except the Director) and \$0.25/hr for Page staff. Additionally, the Admin staff (except the Director) will be subject to all benefit changes as proposed in the Union Contract

ratification as presented. All proposed wage and benefit changes will be in effect October 1, 2017. The Board of Trustees of the Peter White Public Library approves the Library Director Contract addendum. Motion seconded by Dalian. Motion carried 4-0.

**C. Amended Budget FY 16-17**

- a. **Transfer of Funds** – On a motion by Dalian the Board of Trustees of the Peter White Public Library moves that the Peter White Public Library General Fund Trust cash balance of \$12,309.96 be moved to the Cash Checking General Fund bank account to increase the checking account balance prior to payout of the employee earned benefit time as outlined in the union contract. The Board of Trustees of the Peter White Public Library moves to adopt the Amended FY 2016-2017 Expenses and Revenue budgets which total \$1,869,701. These budgets are approved with the use of \$27,261 in Fund Balance. Motion seconded by Mallo. Motion carried 4-0.

- D. Carroll Paul Trust Fund Budget FY 17-18** – On a motion by Dalian the Board of Trustees of the Peter White Public Library adopts the FY 2017-2018 Carroll Paul Trust Budget as presented. Total disbursement to Peter White Public Library to be \$30,000. Motion seconded by Myron. Motion carries 4-0.

- E. Marketing Contract for 2018 Election Cycle** – Ingmire presented the Board with a proposal for marketing services from First Position Marketing for promotional assistance related to the 2018 election year. Mallo recommended and requested that Library Director Andrea Ingmire talk with more than one organization for the contracting of marketing services for the 2018 election cycle. No action taken.

- F. Request for Reconsideration Policy** – As recommended by library attorney Anne M. Seuryneck, Ingmire proposed to the Board that additions be made to the library's Request for Reconsideration Policy to include library programming and a process for appeals. No action taken at this time.

- G. MERS Health Care Savings Program** – On a motion by Dalian the Board of Trustees of the Peter White Public Library approves the MERS health care saving program resolution to be presented for approval by the Marquette City Commission as written. Motion seconded by Mallo. Motion carries 4-0.

**Financial Reports and Approval of the Bills**

Rick Orr presented the financial reports and bills for August 2017 in the amount of \$114,896.05. Motion by Mallo to approve the bills. Seconded by Dalian. Motion carried 4-0.

**Public Comment** No comment was given at this time.

**Old Business**

**Building Committee** – Ingmire apologized for not including Rick on the list of building committee members. Ingmire stated that no meeting has been set for October yet as they are waiting for more information.

**New Business/Board Member Comment**

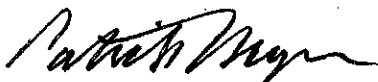
Board Member Education – No education

**Standing Reports**

Staff addressed questions and comments related to Standing Reports.

Motion by Myron to adjourn. Seconded by Mallo. Motion carried 4-0. Meeting adjourned at 6:44 PM.

Respectfully Submitted,



Patrick Myron,  
Secretary