

**Board of Trustees of the Peter White Public Library  
Regular Board Meeting  
Minutes  
November 21, 2017**

A regular meeting of the Board of Trustees of the Peter White Public Library was held on Tuesday, November 21, 2017 in the Shiras Room of the Library. The Meeting was called to order by President Anne Donohue at 5:00 p.m.

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

**Excused:** John Mallo

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

**TAC Representative:** Peggy Jensen, West Branch Township

**Others Present:** Amy Quinn, GLCYD

**The Agenda** was approved as presented on a motion by Steinhaus. The motion was supported by Myron. Motion carried 4-0.

**The Minutes** of the October 17, 2017 meetings were approved as presented on a motion by Steinhaus with support by Myron. Motion carried 4-0.

**Special Presentations** – John Chrastka, Every Library – Chrastka presented about the services offered through Every Library and answered questions from the Board concerning the PWPL public information campaign.

Amy Quinn, GLCYD Strategic Plan – Quinn presented information about the PWPL strategic planning process and answered questions from the Board.

Margaret Boyle, PWPL Circulation Department Head – Boyle informed the board about the goings on in the circulation department and answered questions.

**Public Comment** – no comment was given at this time.

**Township Advisory Council Report** Peggy Jensen, West Branch Township – Jensen informed the Board about happenings in the West Branch Township. No discussion of the library from West Branch Township to report to the Board.

**Financial Reports and Approval of the Bills**

Rick Orr presented the financial reports and bills for October 2017 in the amount of \$252,936.79. Motion by Steinhaus to approve the bills. Seconded by Myron. Motion carried 4-0.

**Board Action Items**

- A. Resolution for Special License** – On a motion by Dalian **the Peter White Public Library Board of Trustees recommends the application for special license for issuance by the State of Michigan Department of Licensing and Regulatory Affairs.** Motion seconded by Steinhaus. Motion carried 4-0.

**B. Campaign 2018** – no action taken.

**C. Strategic Plan** – no action taken.

**Public Comment** Davis suggested the Board consider prioritizing strategic planning initiatives in relation to the PWPL mission; consider developing a new library mission that reflects the goals of the library in serving the public.

#### **Old Business**

#### **New Business/Board Member Comment**

**Board Member Education – Trustee Manual Chapter 11: Friends of the Library** – tabled

**Building Committee** – Donohue indicated that everything is going well.

#### **Standing Reports**

Staff addressed questions and comments related to Standing Reports.

Motion by Dalian to adjourn. Seconded by Steinhaus. Motion carried 4-0. Meeting adjourned at 7:08PM.

Respectfully Submitted,



Patrick Myron,  
Secretary