

**Board of Trustees of the Peter White Public Library
Regular Board Meeting
Minutes
October 17, 2017**

A regular meeting of the Board of Trustees of the Peter White Public Library was held on Tuesday, October 17, 2017 in the Shiras 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, Carol Steinhaus

Excused: Andrew Dalian

Library Staff Present: Andrea Ingmire, Library Director; Dominic Davis, Administrative Assistant; Rick Orr, Finance Director; Heather Steltenpohl, Development Director; Sarah Rehborg, Youth Services Librarian; Nicki Malave, IT Coordinator

TAC Representative: Suzanne Standerford, Sands Township

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

The Minutes of the September 26, 2017 meetings were approved as amended on a motion by Steinhaus with support by Myron. Motion carried 4-0.

Special Presentation – Nicki Malave, PWPL IT Coordinator –Malave highlighted the details of her position at PWPL and answered questions from the Board.

Public Comment – no comment was given at this time.

Township Advisory Council Report Suzanne Standerford, Sands Township – Standerford informed the Board that Sandra Page has stepped down from the TAC; Beth Linna has joined the TAC as a representative for Skandia Township.

Financial Reports and Approval of the Bills

Rick Orr presented the financial reports and bills for September 2017 in the amount of \$132,481.45 Motion by Myron to approve the bills. Seconded by Mallo. Motion carried 3-0.

Carol leaves at 5:45

Board Action Items

- A. Material Selection Policy** – On a motion by Mallo **the library board of the Peter White Public Library approves the Material Selection Policy as presented.** Motion seconded by Myron. Motion carried 3-0.
- B. PTO Transition Buyout** – no action taken. Minutes of the October 17, 2017 corrected.
- C. Budget Reserves FY17/18** – On a motion by Mallo **the Peter White Public Library Board of Trustees moves to amend the FY17/18 budget reserve line to \$34,047.** Motion seconded by Myron. Motion carried 3-0.
- D. Authorized Signers** – On a motion by Myron **the Library Board of Trustees moves to authorize Andrea Ingmire, Bruce MacDonald, Cathy Seblonka, Margaret Boyle, and Sarah Rehborg to approve bond invoices and transfer bond funds for the purposes of paying Bond related expenses.** Motion seconded by Mallo. Motion carried 3-0.

- E. **SLC Board Appointment** – On a motion by Mallo the Board of Trustees of the Peter White Public Library moves to appoint Caroline Jordan to the Superiorland Library Cooperative Board of Directors on behalf of the Peter White Public Library. Motion seconded by Myron. Motion carried 3-0.
- F. **2018 Board Meeting Dates** – On a motion by Mallo the Board of Directors of the Peter White Public Library moves to approve the proposed 2018 Library Board Meeting Dates as presented. Motion seconded by Myron. Motion carried 3-0.
- G. **2018 Library Closings** – On a motion by Myron the Board of Directors of the Peter White Public Library moves to adopt the Library closing schedule as proposed. Motion seconded by Mallo. Motion carries 3-0.
- H. **Food for Fines (and Films) 2017** – On a motion by Mallo the Board of Trustees of the Peter White Public Library approves Food for Fines program. This program will run from November 13-December 6. Food for Fines can be used to pay library fines. One non-perishable food item will be accepted for each \$1.00 owed in library fines. The Food for Fines program can also be used for DVD rental at one food item per one DVD. Motion seconded by Myron. Motion carries 3-0.

Public Comment No comment was given at this time.

Old Business

Marketing 2018 Election – Ingmire updated the Board on the search process for additional quotes for marketing services concerning the 2018 election.

Personnel Committee Report – Concerning the request for an additional raise by Davis, Donohue informed the board that the Personnel Committee does not recommend a wage increase in excess of the \$0.20 already approved.

New Business/Board Member Comment

Consent Agenda – Information was presented to the Board about a Consent Agenda.

Board Member Education – Trustee Manual Chapter 10: The Director

Standing Reports

Staff addressed questions and comments related to Standing Reports.

Motion by Mallo to adjourn. Seconded by Myron. Motion carried 3-0. Meeting adjourned at 6:42PM.

Respectfully Submitted,



Patrick Myron,
Secretary