

**Peter White Public Library
Township Advisory Council
Minutes
December 7, 2016**

The meeting was called to order at 5:05 p.m. by President Karen Maki.

Members Present: Mary Davis, Greg Hardy, Andrea Ingmire, Peggy Jensen, Orajane Kennedy, Karen Maki, Sandra Page, Jan Raskin, Sandi Robertson, Suzanne Standerford

Others Present: None

Absent: Cheryl Schram

The agenda was approved without change; motion Suzanne Standerford, second Karen Maki.

The minutes from the June 1, 2016 Meeting were approved without change; motion Sandi Robertson, second Orajane Kennedy.

Public Participation: None

Financial Report: Andrea Ingmire reported that the library is making good progress on the fund balance, having increased the balance significantly to a current balance of approximately \$390,000. This allows for an estimated 3 month buffer for library operating expenses. It is important to note that this increase was achieved over a 2 year period while covering approximately \$60,000 in payback liability for tax tribunal related debt. Work will continue to increase the fund balance.

Library Director's Report

Staffing Update: There is currently an opening for Technical Services Librarian. The position requires an innovative, customer service minded Librarian to lead the Technical Services Department. Interviewing for the position is ongoing. Absent a qualified candidate during the interview process, Bruce McDonald is being considered to temporarily fill the position. Consideration is also being given to rewriting the qualification requirements for the position.

Food for Fines: This has been a very successful program for the library.

All Staff In-service: The library was closed on November 11th for an all staff in-service meeting. The meeting was well received by all. The meeting provided a platform for union and non-union staff to engage in open dialog relating to issues facing the library. Some of the topics covered included staff interaction with disruptive patrons, a library code of conduct and homeless patron issues.

Old Business

Flying Moose Cafe: Delays continue in opening due to a number of vendor-related issues, however, the Flying Moose is expected to open in the next week or two. Staff and patrons remain excited for the opening. The library plans on promoting the cafe after it is open and comfortable in their operations.

Election Update: The results of the election for township millage renewals were good with all renewals being successful. Four townships were up for renewal on the August ballot and one township voted for renewal in November. Steady to improved numbers though out the townships are a good sign. Karen Maki requested that a copy of the election results be provided to the TAC membership. Andrea will provide this.

There was discussion regarding a meeting between Marquette Township Board and members of the library. The consensus of the group was that communications between the library and all of the township boards is important and should be improved. There was limited discussion on how this could best be achieved. Andrea challenged the TAC membership to offer suggestions on how the library can better serve the townships. A very relevant question that should perhaps find it's way to our next meeting agenda.

Space Planning: The process is moving along. The next meeting date is December 20, 2016.

New Business

Code of Conduct: The library has drafted a Code of Conduct policy. A copy was presented to the TAC for review. Andrea is seeking comments on the draft which will be offered for approval on December 13, 2016. In drafting this policy consideration was given to providing a common sense set of rules that are enforceable, yet not overly restrictive or intimidating.

Board Meeting TAC Representatives:

December 13: Karen Maki

January 17: Suzanne Standerford

February 21: Greg Hardy

March 21: Mary Davis

Council Member Comments:

Sandi Robertson (Skandia) talked about the Skandia newsletter and promoting use of the remote book drop locations. Suzanne Standerford (Sands) commented on the PWPL Newsletter and how much she enjoys it. Greg Hardy brought up the idea of trying a movie night in West Branch Township and was wondering about usage of library resources (projector, etc.). Andrea stated that Dominic Davis could provide further information. Andrea Ingmire brought up the issue of Sunday library hours and asked for township feed back on the importance of the library reinstating Sunday hours of operation. It was the consensus of the TAC that Sunday hours are beneficial to the patrons of PWPL.

Public Partication: None

Meeting adjourned at 6:05 p.m.; motion Sandi Roberston, second Orajane Kennedy. The next meeting will be on Wednesday, March 1, 2017 at 5:00 p.m. in the Shiras Room.

Respectfully Submitted,

Greg Hardy, secretary