

**Peter White Public Library  
Township Advisory Council  
Minutes - March 1, 2017**

The meeting was called to order at 5:00 p.m. by President Karen Maki.

**Members Present:** Greg Hardy, Andrea Ingmire, Peggy Jensen, Karen Maki, Sandra Robertson, Suzanne Standerford

**Others Present:** None

**Absent:** Mary Davis, Orajane Kennedy, Sandra Page, Jan Raskin

**Introductions:** Suzanne Standerford (Sands) announced that the new Sands Township representative is Lainey Stevens. She is filling the position vacated by Cheryl Schram. Thanks to Cheryl for her time with the TAC. Welcome to Lainey.

**The Agenda** was approved with the addition of *Old Business (E), TAC Input to Board of Trustees Related to Improved Services to the Townships.*

**The Minutes** from the December 7, 2016 Meeting were approved without change.

**Public Participation:** None

**Financial Report:** Andrea Ingmire (PWPL) reported that the library fund balance is currently healthy. The We Energy tax tribunal settlement was lower than originally feared, but still significant. Transactions of \$27,493.51 (adjusting entry to reverse We Energies 2016 tax payment received earlier in the year) and \$28,761.06 (2015 payback to We Energy) completed payback obligations to We Energy. This was accomplished without impact on the Fund Balance. The financial impacts associated with tax tribunal activities, both current and future, keep the funding formula of the library dynamic. Andrea mentioned that the LED replacement at the library continues and is proving to be a positive improvement.

**Library Director's Report**

**A. Township Visits:** Andrea Ingmire (PWPL) will attend and make a short presentation at a township meeting in each of the contracted townships during the months of March and April. West Branch Township remains the only township not yet scheduled. TAC members are encouraged to attend their respective township meeting.

**B. LOA – Library Union:** Two Letters of Agreement (LOA) are in process with AFSCME, the union representing library staff. The issues at hand are: (1) Paid Time Off (PTO) Liability and (2) Wage Scale adjustments for longevity. Two union/admin committees have been formed and are meeting regularly on these issues.

**C. Committees at SLC:** The Superior Library Coalition has committees dedicated to improving library related services across the Upper Peninsula. Andrea Ingmire (PWPL) has been involved in two committees and numerous activities at the SLC. The SLC submitted a large Library Services and Technology Act (LSTA) grant to the Library of Michigan. Awards will be announced late spring 2017.

**D. Director Programming:** The Tasty Reads book club is back. This book club is focused on food. Attendees read the recommended book and then bring something they cooked from the book. Have an appetite for reading? The club meets the first Tuesday of each month ending in May. A field trip is scheduled in May for a pie baking class at the Marquette Food Coop.

## Old Business

**A. Code of Conduct Policy:** The draft Code of Conduct policy was revised based on attorney recommendations. Approval of the policy is anticipated at the March Board of Trustees meeting.

**B. Space Planning:** A schedule has been set for the onsite focus group and public forum meetings. The Board of Trustees and TAC will be meeting jointly on Tuesday, March 21<sup>st</sup> from 7:00pm – 8:15pm in the Shiras Room at PWPL. The space planning committee is encouraging attendees to come with fresh ideas and an open mind.

**C. Staffing Update:** Bruce MacDonald has accepted the position of Technical Services Manager. Numerous other changes have occurred in staffing. The transition has gone smoothly to date.

**D. Staff Development Dates:** The Library Board approved two staff training days in 2017.

(1) Friday, May 5<sup>th</sup> from 9:00am – 12:00pm. Library will be closed to the public until 1:00pm.

(2) Friday, November 10<sup>th</sup> from 9:00am – 5:00pm. Library will be closed to the public all day.

**E. TAC Recommendations – Improved Library Services:** The Board of Trustees has solicited input from the TAC on how the library can better serve the townships. Ideas were exchanged on how TAC members can better reach to the residents of their townships.

## New Business

### Board Meeting TAC Representatives:

April 18 <sup>th</sup>	Sandra Robertson
May 16 <sup>th</sup>	Karen Maki
June 20 <sup>th</sup>	Suzanne Standerford

### Council Member Comments:

Sandra Robertson (Skandia) talked about how she likes the new library cards that will be available when the current stock of old cards is depleted. Greg Hardy (West Branch) asked Andrea Ingmire (PWPL) about the status of the Strategic Plan that was in the works last fall. Andrea advised that the plan has been shelved for the time being. Andrea asked the TAC to consider changes to how the meeting packets are packaged and distributed. The consensus of the TAC members present was to have Andrea determine what worked best for the library.

**Public Participation:** None

**Meeting adjourned at 6:03 p.m. The next meeting will be on Wednesday, June 7, 2017 at 5:00 p.m. in the Shiras Room.**

Respectfully Submitted,

Greg Hardy, secretary