White Pigeon Library Board Meeting Minutes
January 26, 2026

Call to order:
Board President Pam Shenk called the meeting to order at 5:37 p.m. Present were board members Pam Shenk, Heidi Needham, Margaret Raul, Gloria Weinberg, Lynne Kasey, and Jan McDowell. Library Director Perri Saunders and Assistant Director Lisa Hofmeister were also present.

Approval of Agenda:
Heidi moved to approve the agenda. Margaret seconded the motion. The motion carried.

Annual audit findings presented by Steve Bryer- Siegfried Crandall
A video conference call was held and Steve Bryer reviewed the 2025 Audit with the board. A paper summary of the audit was provided for all in attendance. Steve said the audit was a clean opinion. In Siegfried Crandall's opinion, the financial statements referred to present fairly, in all material respects, the respective financial position of the governmental activities, and the major fund of the Library, as of June 30, 2025, and the respective changes in financial position for the year then ended in accordance with accounting principles generally accepted in the United States of America.
The only weakness sighted was that the Library does not have a CPA on staff. Steve said that they are required to state this as a weakness, but that 98% of small governments entities do not employ their own CPA on staff.

Approval of last meeting's minutes:
Lynne moved to approve the November meetings minutes and Gloria seconded. The motion passed.

Vote to approve pre-paid bills and bills to be paid:
Pam moved to approve the pre-paid bills from December and January. Heidi seconded the motion. A roll call vote was taken. The motion carried unanimously.

Treasurer's report: Perri presented the treasurer's report.
Perri noted the total assets of $545,827.02
New format of the financial report due to the change in accountants.
Township Taxes are starting to come into the library.
Perri stated that an overage in supplies occurred due to a unexpected purchase was of bar codes for circulating library items. A bookmobile expense was due to the purchase and installation of the back-up camera on OVIE.

Margaret moved and Pam seconded. The motion carried.

Director's report: Perri presented the Director's report.
Perri noted that circulation numbers were really good! Circulation was up by 200.
We had $200.00 donated for Winter Reading Program.
We discussed if we should eliminate charges for faxing. It was decided that it is a service that we could afford to absorb the cost and will help many of our most needy patrons.

Heidi moved that we accept the Directors Report. Margaret seconded. The motion carried unanimously.

Policy discussion: VI. Patron Responsibilities and Conduct.
The policy was reviewed and revised. Gloria motioned that we accept the policy with revisions. Margaret seconded. The motion passed.

Old Business:

104 Project:
Project is moving forward. Perri is working with the White Pigeon Township and the Village of White Pigeon to make sure all requirements are being meant.
Perri stated that there were unfortunate and untrue remarks made at the Village meeting by Matt Jorgensen, the zoning administrator. Mr. Jorgensen did acknowledge and apologized for his misstatements in an email to Perri, the Village Board President, and the Township Supervisor. The message was passed to the rest of the members of both boards. The library board has asked that Perri request that these statements are addressed in the village board minutes, if possible. She has a great working relationship with both entities and does not want these statements on public record.

A pavilion design and price quote has been secured by Perri.

New Business
The entire staff is participating in a library-wide (including OVIE) inventory.
January is card replacement month. There is no cost to replace cards during January.

2025 Goals and results handouts provided.
2026 Goals Handout provided
2025 Annual report provided

Winter Reading Program-Reading Wonderland January 12th-February 21st. 40 kids signed up so far!
Help is needed February 28th 9:30 – to 1:00 for the Fun Run.

Staff dinner in March.

Additional Topics:
The key fob for the library truck was stolen from Seth's unlocked vehicle near Stone Lake on January 3rd or 4th. The library will have to replace this key fob at the cost of $500.

Morgan will be absent from the library for several weeks due to a family illness. She will work remotely on some projects.

Adjournment: 7:15 p.m.

The next Library Board meeting is **Monday, February 23, 2026 at 5:30 p.m.** This meeting will be held in person unless otherwise advised by executive order.

Respectfully submitted,

Janet McDowell