

Portage Lake District Board of Trustees
February 28, 2018
Meeting Minutes – corrected
Portage Lake District Library
58 Huron Street, Houghton, MI 49931

I. Call to order and Roll Call

- a. Meeting called to order at 7:05 pm
- b. Members present: Christopher Archer, Jennifer Donovan, Sylvia Matthews, Lora Repp, Joan Suits
- c. Members absent: Tom Suchenek,
- d. Staff present: Dillon Geshel
- e. Public present: none

II. Additions to the Agenda

- a. none

III. Approval of the Board Meeting Minutes for January, 2018 with corrections. Joan moved. Lora seconded. Motion approved.

IV. Reports

- a. Director
 - a.i. Dillon reviewed the statistics for January.
 - a.ii. Last week Dillon heard back from the city's tax accessory regarding the possible leasing of our coffee shop. We would have to pay an estimated \$450 per year in property taxes if the space is leased out. The owner of 5th & Elm also visited the space to help me determine what needs to be added to make it a viable vending space.
 - a.iii. Dillon learned last week that PLDL did not win the Mendel Award for Excellence in Rural Library Service. He was told we were a serious contender, with at least one committee member going to bat for us. We have been encouraged to reapply in 2020.
 - a.iv. Our new logo has been applied to promotional materials, staff name tags, and posted to our website and Facebook page. Because our library cards now need to be redesigned, we are hosting a contest where we solicit quotes from patrons to be added to our new library cards.
 - a.v. Dillon is working with a web designer on the redesign of our website. It is the same designer we worked with in 2010 when we last revamped our website. We should have design drafts within ten days of submitting a contract. The Co-op, who also helps us with web maintenance, is reviewing the contract before he signs and submits.

- a.vi. The Copper Country Great Start Collaborative has donated \$200 towards materials for our 1000 Books program. The donation will make it possible for us to use the Keweenaw Family Resource Center's Tree House as an off-site sign-up location.
- a.vii. Chris Alquist and Dillon are working on a calendar of events for National Library Week in April. The highlight this year will be a visit from Michigan Notable Book author Daniel Wolff. His book, *Grown-up Anger*, is about the connected mysteries of Bob Dylan, Woody Guthrie, and the Italian Hall Disaster. He will be traveling with a musician who will perform music from the book. Wolff thinks his visit to Houghton will be the highlight of his tour.
- a.viii. Dillon is planning a mandatory staff training event in which we will go over active shooter policy and drills. He's been taking notes on best practices based on webinars from other libraries and the Michigan State Police YouTube channel. As soon as he has a policy developed, he will work with the HPD to ensure the details are safe and considered best practices.
- a.ix. Susan Autio and Dillon are working on annual employee evaluations and plan to finish them in March
- a.x. Dillon has started working on rewriting employee job descriptions. When he has finished drafts, he'll work with staff to review them.
- a.xi. Dillon met with Susie Landers this month to discuss the possibility of a "flash your library card" program in which library cards double as discount cards at participating businesses. He is going to run the idea by a few businesses before bringing the idea to a monthly downtown business meeting. If there is interest in the program, he'll send invites to all businesses in our service area.
- a.xii. Our first strategic planning meeting has been rescheduled for March 28th at 6:00 pm.

b. Treasurer

- b.i. Dillon presented the Treasurer Report for December 2017. The Non – Resident Fee has corrected itself. Revenues line up well. Personnel is under budget. Materials and Processing is over budget. Dillon will work on cutting back on purchasing for the next few months. Administration is under budget as a result of election expenses being moved to Miscellaneous. Building budget is under budget because rent payment is later in the year.

V. Old Business

a. District Library Agreement

- a.i. There are some changes in the District Library Agreement, so it needs to be signed and submitted again. Nothing of substance changed. Joan moved. Chris seconded. Approved.

VI. New Business

a. New Board By Laws

a.i. The attorney suggested updating the By Laws. Dillon reviewed the highlighted changes. Lora moved. Sylvia seconded. Approved as amended.

b. Budget Committee

ai. The Budget Committee will need to meet in April to approve the amended budget. Dillon wants to meet with the Committee in March. The budget for the next fiscal year will need to be approved in May.

VII. Opportunity for Public to Address the Board

a. No public present

VIII. Next Meeting set for **Wednesday, March 28, 2018** at 7:00 pm

IX. Adjournment at 7:46pm