

Portage Lake District Board of Trustees
January 24, 2018
Meeting Minutes – corrected
Portage Lake District Library
58 Huron Street, Houghton, MI 4993

I. Call to order and Roll Call

1. Meeting called to order at 7:00 pm
2. Members present: Jennifer Donovan, Sylvia Matthews, Lora Repp, Tom Suchenek, Joan Suits
3. Members absent: none
4. Staff present: Dillon Geshel
5. Public present: none

II. Additions to the Agenda

1. none

III. Approval of the Board Meeting Minutes for December, 2017 with corrections. Tom moved. Joan seconded. Motion approved.

IV. Reports

a. Director

- a.i. Dillon reviewed the statistics.
- a.ii. Annual audit is complete. Determined the library's financial status remained stable throughout 2016-2017.
- a.iii. Our annual State Aid report was completed and submitted this month. Dillon has also submitted his MLIS transcripts and a letter requesting a waiver for our state aid this year. Based on his continued efforts toward his degree, the state aid waiver will likely be granted.
- a.iv. The library's coffee shop has been cleaned out ahead of schedule. Dillon will need to work with a contractor to have the space updated with countertops, sink, etc. Then we can put out a request for bids to rent the space.
- a.v. Judy Foster's L2 position has been filled by distributing her hours among other L2 staff.
- a.vi. Our winter newsletter went to the printer this week. We are printing fewer copies than we have in the past, as they are not being mass-mailed to Houghton and Portage residents. Instead, the newsletter will be available in the library and at area businesses.
- a.vii. By the end of 2017, the annual fund campaign brought in \$31,730, or about 80% of our year-end goal of \$40,000.
- a.viii. We will be hosting our annual viewing of the Winter Carnival Fireworks for staff,

volunteers, board members and their families on Saturday, February 10th at 8pm. There will be juice, wine, fruit and veggie trays and sweets. The torchlight parade and fireworks are scheduled for 9:15pm.

- a.ix. An application for the June B. Mendel Award for Excellence in Rural Library Service has been submitted. Letters of support were included from the Portage Health Foundation, U.P. Kids, Keweenaw Family Resource Center, Copper Country Great Start Collaborative, and Evelyn Johnson of Michigan Tech's English Department and the Copper Country Reading Council.
- a.x. Dillon applied for a \$500 Michigan Center for the Book Literacy Mini-grant to assist with purchasing books to stock the library's book-bike. These materials would be given out at outreach events.
- a.xi. Dillon completed a draft of the library's staff development plan and a long range financial plan for the Board's review.

b. Treasurer

- b.i. As of the end of November, property taxes have not come in. Administration is under Budget . The Accountant recommended moving Election Expenses to Misc . Which has a line item for Election Expenses. Building is under budget. Rent is due later in the year. We have spent more from the Building Budget for carpet repair and heating and replaced staff cubbies.

V. Old Business

c. Logo Design

- c.i. Discussion about the proposed logo.
- c.ii. The Board asked that Dillon make the final decision.

d. District Library Agreement

- d.i. Dillon presented a copy of the Amended and Restated District Library Agreement for Lora's signature
- d.ii. Joan moved and Lora seconded. Approved.
- d.iii. Lora as Secretary will have her signature notarized.
- d.iv. Discussion about new Board Members

VI. New Business

e. Budget Amendment

- e.i. The Election expenses are moving from Administration to Misc where there is a line item for them.
- e.ii. Sylvia moved and Tom seconded. Approved.

f. Staff Development Plan

- f.i. Dillon presented the Staff Development Plan.
- f.ii. Discussion

g. Long Range Financial Plan

g.i. Dillon presented the Long Range Financial Plan

g.ii. Discussion

g.iii. There is a Strategic Planning Meeting scheduled for March 5.

VII. Opportunity for Public to Address the Board

h. No public present

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

IX. Adjournment at 7:52 pm