

**Portage Lake District Board of Trustees**  
**March 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 7:09 pm
- b. Members present: Christopher Archer, Jennifer Donovan, Bob Kinnunen, Sylvia Matthews, Lora Repp, Tom Suchenek, Joan Suits
- c. Members absent: none
- d. Staff present: Dillon Geshel
- e. Public present: none

II. Additions to the Agenda

- a. none

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

IV. Reports

a. Director

- a.i. Dillon presented the statistics for February.
- a.ii. This month Dillon began promoting our new *Show Us Your Smart Card* program to area businesses. So far we have 10 downtown businesses who have shown interest in participating. Dillon would like to like to have 20 participating businesses by the time the program launches during Bridgefest weekend. Discussion.
- a.iii. We were awarded a mini-grant this month from the Michigan Center for the Book which will allow us to purchase \$250 worth of materials to stock our book bike. The Friends of the Library have also committed to donating funds to help stock our book bike.
- a.iv. On Monday, Dillon submitted an application for the Library of Michigan's Library Services & Technology Act quick summer grant program. Eighty to ninety percent of applications will be awarded. We're requesting \$2,000.
- a.v. Our new District Library Agreement has been signed by all entities as of Monday, March 12<sup>th</sup>. The Library of Michigan is now reviewing the agreement.
- a.vi. Andra Ziemnick, our substitute InterLibrary loan staff member, will be moving into Debbie Paavola's role of InterLibrary Loan Services Specialist following her retirement on May 31<sup>st</sup>.
- a.vii. Dillon expects to see a draft of our website redesign this week. He'll review this with staff and address any necessary changes.
- a.viii. Our library card redesign contest has solicited over 50 quotes from area

residents and library users. Dillon will be working with the staff to narrow it down and select 6 winners. We'll reveal the winners during a National Library Week reception on Thursday, April 12 at 1 pm.

- a.ix. Our Acquisitions Manager job position was posted internally on Monday. It will remain open for staff to apply for one week. If there is not any staff interest, it will be posted publicly.
- a.x. Dillon will be meeting with the budget committee in April to review a draft of our amended 2017-2018 budget. The board will need to approve an amended budget at our April 25th meeting.
- a.xi. Library staff are now registered to attend the Rural Libraries Conference at the end of April and the Library of Michigan's Beginning Workshop in May.
- a.xii. Dillon attended the Public Library Association conference last week. He will send a summary of the sessions he attended by the end of the week.  
Discussion.
- a.xiii. Next week, Dillon will meet with the founder of Rabbit Island Project to discuss a local residency sponsored by the library.

b. Treasurer

- b.i. In the January and February Reports, Property Tax revenue is coming in. Penal Fine revenue is posted in June. Under expenses, Personnel is under budget. Election expenses are still under Administration but will be amended in the March report. The Materials budget is dropping. The Building Lease has not been paid yet. State Aid comes in during May or June. Informational Technology budget will be addressed before the end of the fiscal year. Programming is under budget but will grow in the summer.

V. Old Business

- a. None

VI. New Business

- a. New Board Member
  - i. Bob Kinnunen is the new Board Member representing Houghton.
- b. Strategic Planning Committee
- c. Budget Committee
  - i. The Budget Committee is scheduled to meet on Wednesday, April 18 at 5:30 pm
  - ii. Joan nominated Christopher to replace Jen on the Budget Committee. Sylvia seconded. Approved. The other members are Joan and Tom.

VII. Opportunity for Public to Address the Board

- a. No public present

VIII. Next Meeting set for **Wednesday, April 23, 2018** at 7:00 pm

IX. Adjournment at 7:39pm