

Portage Lake District Board of Trustees
April 25, 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: 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 March 2018 with corrections. Joan moved. Tom seconded. Motion approved.

IV. Reports

- a. Director
 - i. Dillon presented the statistics for March. Next year, there will be registration for the Easter Egg Hunt. There were 300 children and not enough eggs.
 - ii. Volunteers from the AARP tax prep program filed 511 returns this season, marking the first year they exceeded 500. Every year since 2008, they have seen an increase. Because many couples file together, they estimate about 700 people participated this year.
 - iii. Our Spring edition of PRISM, the library's quarterly newsletter, is now available in print and online. We have copies in the library and have also distributed them at area businesses.
 - iv. Dillon is in discussions with Andrew Ranville, co-founder of the Rabbit Island Project, about how we might be able to sponsor area students interested in attending *Rabbit Island School*, a project put on by Summer Journeys, a non-profit that gives high school students an opportunity to spend a week on the island. Andrew would like to see the island partner more with area residents and is excited about the project.
 - v. State Librarian Randy Riley has approved our new District Library Agreement.
 - vi. Last week our new InterLibrary Loan Services Specialist, Andra , began working with Debbie Paavola. They will continue training together until Debbie's retirement date,

May 31, 2018.

- vii. New library cards are at the printer. We will have six different versions of the new card, featuring the six winning designs.
 - viii. Last week applicants were interviewed for the positions of Acquisition Manager and Library Page. A hiring decision will be made this week.
 - ix. The web designer has been setting up our new website and is working on the final steps. We should have login information for the draft version of the site this week.
 - x. Dillon reported that the book bike is coming this summer but is behind schedule.
- b. Treasurer
- i. There is no report this month. There will be two next month.

V. Old Business

- a. Strategic Planning Committee Update
 - i. Jen gave a report on the upcoming survey and the focus groups. A strategic plan will be developed from the survey and the focus groups.
- b. Annual Goals Update
 - i. Dillon updated the Board on his goals for the year

VI. New Business

- a. Overdue Fines and Barriers to Access
 - i. Dillon presented a Power Point on the disadvantages of charging overdue fines, and how they have a negative impact.
 - ii. Discussion
- b. 2017-2018 Amended Budget
 - i. Dillon explained the amended 2017-2018 budget
 - ii. Acceptance of the amended budget. Lora moved. Bob seconded. Approved.
 - iii. At the May meeting, the budget for 2018-2019 will be presented.
 - iv. Discussion.

VII. Opportunity for Public to Address the Board

- a. No public present

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

IX. Adjournment at 8:10 pm