

Portage Lake District Library Board of Trustees
June 27, 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: 00 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. The Board Meeting Minutes for May 2018 were amended and will be approved at the next meeting.

IV. Reports

- a. Director
 - i. Dillon presented the statistics for the previous month.
 - ii. Our new website went live and replaced the old one last week. A new page on our website compiles community resource lists, one of which was compiled by library staff to help homeless patrons. As part of that project, we now offer single wash and dry vouchers courtesy of Loads of Fun laundry.
 - iii. Beginning in the Summer of 2019, the library will assist in funding, grant seeking, and facilitating the Rabbit Island School, a 10 day artist in residency program for high school students in the library district.
 - iv. This week, Dillon met with the Superintendent of Hancock Public School District to discuss possible partnership opportunities that could make their library a better resource for their students and residents.
 - v. Our BookBike should be shipping to the Rhythm Bike Shop for assembly as soon as this week. Dillon has been purchasing books with our grant revenue to stock the Book Bike.
 - vi. Our maintenance man is meeting soon with a representative from AirCare to determine HVAC needs.
 - vii. The Business Manager position was posted publicly last Friday. It will remain open for 10 days. Dillon has created an orientation schedule and packet for the new hire to work

with.

viii. Dillon has finished his degree. The Board congratulated him.

b. Treasurer

- i. Dillon presented the Treasurer's Report for April. No penal fines have been received yet. Property taxes were received in April. Revenues line up. Under Administration, new library cards and the BookBike are included.
- ii. The Financial Statement for May also includes property taxes. Information Technology, Programs and Building are under budget.

V. Old Business

a. Strategic Planning Committee Update

- i. The Committee is compiling the information from the Focus Groups and the 185 surveys into five themes. They will meet again in July and plan to have the Strategic Plan in effect by January 2019.

b. Final 2017-2018 Budget Amendments

- i. Dillon presented the final amendments. Bob moved to approve the Budget Amendments. Tom seconded. Motion approved.

VI. New Business

a. Director Evaluation

- i. Jenn presented on the Director Evaluation. The Personnel Committee, Jenn, Joan, and Syliva compiled the Board and Staff Surveys. All were positive. Dillon has met and exceeded goals.
- ii. The Committee recommends renewing Dillon's contract with a 5% salary increase when his contract is renewed in December. Discussion. Jen moved to accept the Committee's recommendation. Chris seconded. Motion approved.
- iii. The Staff would like to have more information about the Board.

b. Non-Resident Rates

- i. Joan recommended that the Policy Committee discuss the issue of discounts. Discussion.

c. 2018-2019 Budget

- i. Dillon presented the 2018-2019 Budget. It includes estimated expenses for new carpeting and repair of the HVAC. Joan moved to approve the Budget. Lora seconded. Motion approved.

d. Election of Officers and Committee assignments will be done at the next meeting

- e. Beginning July 1, overdue fines will cease being collected. Lora suggested that this be publicized.

VII. Opportunity for Public to Address the Board

a. No public present

VIII. Next Meeting set for **Wednesday, August 22, 2018** at 7:00 pm

IX. Adjournment at 7:55 pm