

Portage Lake District Library Board of Trustees
May 23, 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 7:04 pm
- b. Members present: Christopher Archer, Jennifer Donovan, Bob Kinnunen, Sylvia Matthews, Tom Suchenek, Joan Suits
- c. Members absent: Lora Repp
- d. Staff present: Dillon Geshel
- e. Public present: Donna DesJardins

II. Additions to the Agenda

- a. none

III. Approval of the Board Meeting Minutes for April 2018 with corrections. Bob moved. Sylvia seconded. Motion approved.

IV. Reports

- a. Director
 - i. Dillon presented the statistics for the previous month.
 - ii. The Summer Journeys program, which awards short art residencies to students on Rabbit Island, has been discontinued for this year. Dillon will be working with the Rabbit Island co-founder on a library sponsored residency for students in 2019 instead.
 - iii. The Library of Michigan has approved our waiver request for state aid. We will now meet the requirements to receive state aid for a class 4 public library.
 - iv. Our new card designs are now available for patrons, and front desk staff have been swapping them out for patrons. A press release went out last week to let our patrons know they can swap their old card for a new one at no cost.
 - v. The library has been awarded a LSTA Public Library Services Grant in the amount of \$2,000 for purchasing books to be used with our new Book Bike. We now have \$2,500 in mini grants and donations to purchase these books.
 - vi. Chris Sayen began training as our new Acquisitions Manager on Friday, May 11. He decided not to pursue the position. Dillon is looking at options. He will create an orientation packet. Discussion.
 - vii. Our new website is nearing completion. A link has been shared with the staff and board to preview. The site could go live by the end of the month.
 - viii. Susan Autio and Dillon have finished a draft of our orientation packet for circulation

staff. Once it's finalized, staff will use it as a model for other departments at the library.

b. Treasurer

- i. In the March Financial Statement, Property taxes are coming in. Penal fines are not in yet. State aid comes in June. Personnel is under budget. In June, there will be amendments to the budget. The Book Bike is not paid for yet.
- ii. Dillon presented the April Financial Statement. Hopefully, the Book Bike will arrive in time for Bridgefest. Subscriptions have moved to Materials and Processing. Rent was paid in April.

V. Old Business

a. Strategic Planning Update

One hundred thirty seven survey responses to date. More than anticipated. Focus groups are going well. There are two more focus groups and public forums need to be scheduled. Committee will meet before the June Board Meeting.

VI. New Business

a. Annual Director Evaluation

- i. Jenn asked that the Board Members turn in their surveys by June 4, so the Personnel Committee can compile them. Discussion.

b. Non-Resident Rates

- i. Dillon explained the Non-Resident Fees for borrowing materials which are going up because of the rise in the average payment by taxpayers in the district. Chassell's withdrawal has caused the district wide average to increase. This does not increase millage payment of Houghton and Portage residents. Non-resident fees are based on the average property taxes. With the Chassell withdrawal, the average has gone up. Dillon will explore discounts offered by other libraries. Discussion.
- ii. Joan moved to accept the Non Resident fees as proposed. Chris seconded. Approved.

c. 2018-2019 Budget

- i. Dillon went through the Proposed Budget for the coming fiscal year.
 - ii. Dillon present a Projected Budget for the years up to 2023/24, the end of the millage.
 - iii. At the June meeting, the Board will vote on the Budget.
 - iv. Dillon explained the Projected Budget
 - v. Dillon is proposing that fund raising be resumed in 2019/20. Discussion.
- d. Tom inquired about bikes to borrow. It is not happening this year. Dillon suggested it might happen in the future. Grant funding is a possibility. Discussion.

VII. Opportunity for Public to Address the Board

- a. Donna DesJardin asked about the cost of borrowing a book. She was advised to get a card from her local library. She is very happy with this library and comes to many programs.

VIII. Next Meeting set for **Wednesday, June 27, 2018** 7:00 pm

IX. Adjournment at 8:10 pm