

Portage Lake District Library Board of Trustees

September 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, Sylvia Matthews, Lora Repp, Tom Suchenek,
- c. Members absent: Bob Kinnunen, Joan Suits
- d. Staff present: Dillon Geshel
- e. Public present: none

II. Additions to the Agenda

- a. none

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

IV. Reports

- a. Director
 - i. Dillon reported on the statistics for September. He has added a column indicating Increase/Decrease from the Previous Year.
 - ii. We have a student intern, Megan Hughes, from MTU's Humanities department working with us this semester. She's been doing a little bit of everything – shelving, shifting, deselection, creating posters, and even planning a program.
 - iii. We are currently hiring for the positions of Library Manager and Library Assistant at the Hancock School Public Library. These new employees will train with PLDL staff in October in preparation for November 1, when we officially begin managing the library.
 - iv. Beginning on Monday, October 15, PLDL will have a 2-day pass to 101 Quincy Coworking available for checkout. 1Q1 is a shared creative work-space designed for individuals and groups who need a place to work.
 - v. Our Book Bike was wrapped with logo graphics last week. Library staff hosted

the Book Bike at the Farmer's Market this week. Grant revenue awarded to PLDL assisted in paying for nearly half of the Book Bike expense.

- vi. Dillon will be presenting on library resources to parents of the Houghton High School's Title 1 students in November at their annual Fall meeting. Former PLDL board member, Kriss Bosley, invited him to speak.
 - vii. Dillon is working on a grant from the Michigan Council for Arts and Cultural Affairs to help fund our Rabbit Island School project in 2019. The grant requires a 1:1 match, so Dillon will be pursuing funding from other sources as well.
 - viii. Library staff have been planning a Fall get together for staff, the PLDL board, and the PLDL Friends group on Saturday, October 6 from 6-8pm. Family members are welcome to attend as well.
 - ix. Our Summer Reading Program recorded 982 participants this year. That's up from 876 last year, or a 12% increase. For the second year in a row, we are seeing record participation.
 - x. Murals painted by library pages over a decade ago will finally be displayed along the bike path, as originally planned. Julie Waara of the Houghton Beautification Committee is working to have them displayed soon.
- b. Treasurer
- i. The accountant did not have the report ready. It will be presented at the next meeting.

V. Old Business

- a. Strategic Planning Committee Update
 - i. Dillon updated the Board on the work of the Strategic Planning Committee.

VI. New Business

- a. Budget Amendment
 - i. Dillon presented an estimated budget for the Hancock Library.
 - ii. The PLDL budget will need to be amended at the October meeting to include the Hancock Library.
 - iii. Discussion.
- b. Patron Behavior Policy Amendment
 - i. Dillon presented the amended Patron Behavior Policy Amendment
 - ii. Lora moved. Tom seconded. Approved
- c. Coworking Pass for Checkout
 - i. Dillon presented the Press Release for the 101 Quincy Coworking space.
 - ii. Dillon reported that the Community Foundation award is covering the cost for the six month trial period.

iii. Discussion.

VII. Opportunity for Public to Address the Board

a. No public present

VIII. Next Meeting set for **Wednesday, October 24, 2018** at 7:00 pm

IX. Adjournment at 7:47