

Portage Lake District Library Board of Trustees
August 22, 2018
Meeting Minutes - Corrected
Portage Lake District Library
58 Huron Street, Houghton, MI 49931
906-482-4570

- 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 Agenda
 - a. None

- III. Approval of Board Meeting Minutes
 - a. The board approved the minutes from the May 2018 meeting. Joan made the motion, Bob seconded it, and the motion was approved.
 - b. The board approved the minutes from the June 2018 meeting with corrections. Sylvia made the motion, Tom seconded, and the motion was approved.

- IV. Reports
 - a. Director
 - ai. Dillon reviewed statistics for June 2018 and July 2018.
 - aii. The City of Houghton repaved the sidewalk in front of the library making it more handicap accessible.
 - aiii. Dillon has been meeting with Kipp Beaudoin, Hancock Schools Superintendent, to develop an agreement that would allow PLDL to oversee and manage their school library. The Hancock School Board met earlier today and voted in favor of the agreement.
 - aiv. A contractor has been consulted to determine what would be needed to create a viable coffee shop in the library. Work would begin in December if the bid is accepted.
 - av. Kirkish Furniture will return in October to flatten the carpet. They have provided an estimate for replacing the carpet, but Dillon would like to delay this action until the strategic planning committee presents a space plan.
 - avi. Tomorrow morning Dillon is meeting with a Michigan Tech student who is interested in an unpaid internship at PLDL for class credit. She has been

recommended by the staff at the Ironwood Carnegie Library where she interned this summer.

- avii. Dillon has been meeting with the co-owners of Quincy 101 about the possibility of PLDL purchasing day passes for library patrons. Dillon is exploring options and will keep the board informed.
- aviii. Rhythm bike shop has assembled our Book Bike. Dillon is planning on using the bike at the Farmer's Market on Tuesday and then having it wrapped with the PLDL logo.
- aix. Dillon will be giving a presentation to teachers at Adams Township about educational library services on August 29. He is also working on a presentation about Canva for UPRLC's annual meeting in September. Canva is a free web app that simplifies designing posters, social media graphics, and more.
- ax. Jennifer Miller began her duties as Business Manager on July 30. Dillon reported that he is very pleased with her performance. She has assumed administrative duties that had been previously the responsibility of the Business Manager and has also taken on some duties from the former Acquisitions position.
- axi. Tom asked about the status of the HVAC system. Dillon reported that it has been repaired once and that the PLDL maintenance person will obtain an estimate for replacing the unit.

b. Treasurer

Dillon has not yet received the financial report for June. Next month he will review both the June and July statements with the board.

V. Old Business

a. Strategic Planning Committee Update

Dillon reported that the Strategic Planning Committee has pulled themes from the results of patron surveys, focus groups and staff surveys. The members are working on developing goals based on identified needs and placing them in categories under Discover, Imagine, and Connect.

VI. New Business

a. Selection of Officers

The following slate of officers was presented:

Jenn Donovan – President

Joan Suits – Vice President

Tom Suchenek – Treasurer

Lora Repp – Secretary

Sylvia moved that the slate be accepted and Bob seconded. The motion was approved.

b. Selection of Committees

The following committees were presented:

Policy Committee – Tom Suchenek, Bob Kinnunen, Lora Repp

Budget Committee – Tom Suchenek, Christopher Archer, Joan Suits

Personnel Committee – Sylvia Matthews, Jenn Donovan, Joan Suits

Lora moved to accept the committees as listed above and Joan seconded.

The motion was approved.

c. Hancock School Public Library Agreement

Dillon presented the Joint Venture Agreement to the board. It was discussed that PLDL would be provided with a budget of \$60,000 to operate the Library Center located at the Hancock High School. No PLDL funds would be used

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After a brief discussion of some of the points in the agreement, Bob moved that the board accept the agreement and Joan seconded.

The motion was approved.

VII. Opportunity for the Public to Address the Board

No members of the public were present.

VIII. Next meeting date was set for Thursday, September 27, 2018 at 7:00 pm. Board members expressed an interest in visiting the library space in Hancock. Dillon will see if it is feasible to have the board meeting at that location.

IX. Adjournment – 7:58 pm.

