

Portage Lake District Library Board of Trustees
Meeting Minutes – corrected
October 24, 2018
Portage Lake District Library
58 Huron Street, Houghton, MI 49931

I. Call to order and Roll Call

- a. Meeting called to order at 6:59: 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 September 2018 with corrections. Lora moved. Tom seconded. Motion approved.

IV. Reports

- a. Director
 - i. Dillon presented the statistics for September.
 - ii. Boni Ashburn has been hired as the Library Manager at the Hancock School Public Library. Boni is a children's book author and has managed Jim's Foodmart for many years. Lauren Utykanski has been hired as the Library Assistant at the Hancock School Public Library. Lauren recently graduated from MSU with a bachelor's in professional writing and a minor in museum studies.
 - iii. Our website now includes a page with information on the Hancock School Public Library. A Facebook page has been created to help promote the library as well. We will open with new hours on November 1. We'll schedule a meet-and-greet at the library later in the month.
 - iv. Last week, Dillon attended the Michigan Library Association's annual conference where he was awarded the MLA's 2018 Up and Comer Award. It was a great few days of training and he will send out notes on some of his favorite sessions soon.
 - v. Dillon will be working on our state aid report over the next several weeks. This will be the first year in which we do not need to apply for a waiver because he now has his MLIS. He might help to prepare the state aid report for the Hancock Library.
 - vi. Our fire suppression system was serviced this month. It was discovered that our fire suppression system is not tied to the alarm system. Leonard is working with a local fire

department to get this fixed.

- vii. The library may host a portable Smart Zone business kiosk in the near future. This kiosk would allow residents to submit ideas for a business or invention, and receive feedback from Smart Zone Staff in Houghton or Marquette.

b. Treasurer

- i. Dillon presented the Treasurer's Report for June, the last month of the fiscal year. Revenues are in line with or well under the budget as is Administration. There were no funds expended for the coffee shop. Information Technology was over budget because more PCs were purchased than budgeted.
- ii. There is a new accountant who is a month behind in our reports

V. Old Business

a. Strategic Planning Committee

- i. Dillon reported that the Committee is in the process of defining terms before its next meeting. It may be January before the Board gets the Plan

VI. New Business

a. Budget Amendment

- i. Dillon presented the Amended Budget. The accountant recommends a line under Income for Contractual Fees for the Hancock Library. Discussion.
- ii. There have been some expenditures for technology at the Hancock Library.
- iii. Joan moved to approve the Amended Budget. Bob seconded Motion approved.

VII. Opportunity for Public to Address the Board

a. No public present

VIII. Next Meeting set for **Wednesday, November 28, 2018** at 7:00 pm

IX. Adjournment at 7:22 pm