
Portage Lake District Library
Board of Trustees
Minutes – corrected
Wednesday, January 23, 2019

- I. Call to Order & 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: Janeen Stephenson and a member of the public

- II. Additions to the Agenda
 - a. A letter from Nancy Schultz-Speck

- III. Approval of the Board Meeting Minutes for November 2018 with corrections.
Tom moved. Bob seconded. Minutes approved.

- IV. Reports
 - a. Director's Report
 - i. Dillon presented the statistics for Cardholders, Program Attendance, and Collections for November and December.
 - ii. Our annual audit for the last fiscal year has been finished. The library's financial status remained stable throughout 2017-2018.
 - iii. This month Dillon submitted two grant proposals. We've applied for funding from the Michigan Council for Art and Cultural Affairs to fund the Rabbit Island School project in partnership with the Rabbit Island Foundation. He also applied for a Small Libraries Create Smart Spaces grant that would provide up to \$5,000 to transform the nondescript meeting room in the Hancock School Public Library into a Maker Space.
 - iv. Our annual state aid report has been submitted. The Hancock School administration is taking care of state aid report filing for that library this year.
 - v. Dillon finished a round of interviews for the Program Coordinator position last week.
 - vi. Membership for Chassell residents officially expired on January 1. Since then, we have seen about \$5,200 in non-resident fee revenue.

- vii. Our annual winter carnival party for staff, volunteers and board members is scheduled for Saturday, February 9 at 8pm. The Torchlight parade and fireworks will kick-off at 9:15pm.

b. Treasurer's Report

- i. November is similar to other months. We are anticipating an increase in non-resident revenue. Hancock made a contractual payment in November and, to date, we do not have expenditures. Personnel is under budget because a program coordinator has not been hired yet. Administration is under budget, as there have not been any Hancock expenditures yet. The building budget is also under budget since rent is due at end of fiscal year.

V. Old Business

a. Strategic Planning Update

- i. Dillon reported that he is close to being done with draft. The final section is "where we go from here." At the February meeting, the Board can approve it.
- ii. Jenn went over structure of what comes next. Photos will be added.
- iii. Discussion. The Board will review the Strategic Plan annually.

VI. New Business

a. HTPS Student Memberships

- i. Dillon presented a letter from the Houghton School Librarian requesting library cards for Houghton-Portage Townships Schools, especially Chassell students. Discussion.
- ii. Dillon shared that other libraries issue library cards to High School students, with limitations. He believes that this would increase use of the library. Discussion.
- iii. The Policy Committee will work on guidelines and timelines.

b. Policy Committee Work

- i. Dillon reviewed the Personnel Policy. The new Business Manager is working on this and has some ideas.
- ii. The Community Room policy needs to be updated by our attorney.

c. Director Contract Renewal

- i. The salary increase is the only change.
- ii. Motion to approve the Employment Agreement. Joan moved. Bob seconded. Approved.

- iii. Motion to retroactively pay Dillon from December. Bob moved. Tom seconded. Approved.

VII. Opportunity for the Public to Address the Board

- a. Janeen Stephenson loves the library and appreciates the Board and has gratitude for the Director. She presented a donation to the Library.
- b. A member of the public asked about Dillon's degree. He explained the waiver for state aid because he didn't have his Masters Degree in Library Information Science until May 2018. She asked about a severance package for Chris Alquist, and other comments.
- c. Jenn read a letter that she sent to everyone who sent letters after Chris' termination.

VIII. Next Meeting: Wednesday, February 27 at 7:00 pm

IX. Adjournment at 7:34 pm