

Portage Lake District Library Board of Trustees
58 Huron Street, Houghton MI 49931
Meeting Minutes – corrected
Wednesday, February 27, 2019

I. Call to order and Roll Call

- a. Meeting called to order at 7:03 pm
- b. Members present: Jennifer Donovan, Bob Kinnunen, Sylvia Matthews, Lora Repp, Tom Suchenek, Joan Suits
- c. Members absent: Christopher Archer
- d. Staff present: Dillon Geshel
- e. Public present: none

II. Additions to the Agenda

- a. None

III. Approval of the Board Meeting Minutes for January 2019 with corrections. Joan moved. Lora seconded. Motion approved.

IV. Reports

- a. Director
 - i. Dillon presented the statistics for Cardholders, Program Attendance, and Collections for January. Discussion.
 - ii. Dillon is currently working on two separate grant applications that could help fund the Rabbit Island School project this summer. Both applications are from the Library of Michigan, and they are excited about and interested in the project. The Michigan Council for Arts and Cultural Affairs grant was not successful. Discussion.
 - iii. The grant application for redesigning the non-descript meeting space at the Hancock library was not successful. Dillon is actively pursuing other possibilities for funding this project. Discussion.
 - iv. Dillon is working on a letter of inquiry to the Portage Health Foundation for their small grants program. He'd like to request the maximum \$2,000 for purchasing books at the Hancock Library. This would help us re-stock the library's outdated, health related non-fiction.
 - v. The Friends of the Library are hosting a book sale at the Hancock library to coincide with our open house. That event will take place on Friday, March 8 from 3:30 pm – 6:00 pm and Saturday, March 9 from 10:00 am – 2:00 pm.

- vi. Michael Stanitis started working as our program coordinator last Monday. Michael is now handling scheduling of public and private meeting room reservations and the promotional work that entails as well.
- vii. This month Dillon hosted two library orientation sessions. These are drop-in events in which he can help patrons learn how to use digital library resources. He's planning to host a version of these orientation events each month.
- viii. Michigan Tech's Humanities Department invited Dillon to a pre-career fair social last week, where he had the opportunity to meet students interested in internships locally ahead of graduation. We hope to hire another intern during the Fall semester this year.
- ix. In February, four Chassell Township residents paid for library membership. In January, 62 Chassell Township residents paid for membership.

b. Treasurer

- i. Dillon summarized the Treasurer's Report. Revenues have not come in yet this fiscal year. There is a surplus in Personnel which will disappear in March. The surplus in Informational Technology will be spent on new equipment.

V. Old Business

a. Approval of Strategic Plan

- i. Discussion of the Strategic Plan. Some of the pictures will change.
- ii. He will print copies for distribution. Discussion.
- iii. Dillon has a breakdown of assignments for what comes next.
- iv. Bob moved. Tom seconded. Approved

VI. New Business

a. Community Room Policy

- i. The new Meeting Room Policy was presented. Dillon went over the changes in the new Policy. Discussion.
- ii. Dillon will update the Application Form.
- iii. Sylvia moved. Lora seconded. Approved.

b. FOIA Policy

- i. The Attorney updated the FOIA Policy.

- ii. Dillon summarized the changes. Discussion.
- iii. Joan moved. Tom seconded. Approved.

c. Trustee Workshop

- i. Dillon shared information about the Trustee Workshop. Jenn and Bob are interested in attending. The Library will cover travel expenses. Discussion.

VII. Opportunity for Public to Address the Board

- a. No public present.

VIII. Next Meeting Wednesday, March 27, 2018 at 7:00 pm

IX. Adjournment at 8:10 pm