

Portage Lake District Library  
58 Huron Street, Houghton, MI 49931  
Board of Trustees Meeting  
Minutes – corrected  
Wednesday, April 24, 2019

I. Call to order and Roll Call

- a. Meeting called to order at 7:05pm
- 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 March 2019 with corrections. Bob moved. Lora seconded. Motion approved.

IV. Reports

- a. Director
  - i. Dillon presented the statistics for Cardholders, Program Attendance, and Collections for March.
  - ii. We received a \$2,000 grant from the Library of Michigan to help purchase supplies for this summer's Rabbit Island School program. The grant will be used to purchase tents, hammocks, tarps and other necessary island camping supplies. PLDL is assisting Rabbit Island in a grant application to help cover other program costs from the Keweenaw Community Foundation's Youth Advisory Council.
  - iii. We have also been awarded a \$2,000 grant from the Library of Michigan to develop a Book Club Kits program at the Hancock Library. Patrons will be able to check out up to 8 copies of the same title, bundled together with book discussion prompts and questions.
  - iv. We celebrated National Library Week with a week's worth of programs and promotions earlier in the month. At an offsite outreach event, the Kiwanis Family Fair, staff attended with the Book Bike. We signed up 5 new cardholders – a first for PLDL. Discussion.
  - v. Last week Dillon hired Dana Pakulski as our new Library Assistant in Hancock. Dana has volunteered with PLDL and the Friends group in the past. She graduated with a BA in English from Finlandia University in

May of last year.

- vi. Doreen Klingbeil has invited Dillon to speak to the Houghton-Portage Township School Board of Education in May about issuing PLDL cards to all students in the school district. We will likely start with issuing cards to a single grade this summer as a pilot program. If all goes well, we'll issue more cards in the fall. Discussion.
- vii. Next week, Dillon will be attending a one-day equity, diversity and inclusion summit at the Kent District Library in Grand Rapids. The event is presented by Seattle Public Library staff who have been very successful in increasing cultural competency in their organization and developing skills that promote equity and inclusion.
- viii. Our attorney is currently reviewing Dillon's questions and mark-ups on the library's personnel policy. When he has their notes, he'll meet with the Policy Committee to review changes.
- ix. Dillon is also working on developing a library programs policy, which will help us distinguish between library sponsored/co-sponsored events and non-library events that take place at PLDL. This helps programming staff determine what promotional work is done on behalf of the library for specific events. Discussion.
- x. A committee of Hancock residents has been formed to help plan the direction of the Hancock School Public Library. The Superintendent of Hancock Schools invited Susan Burack, Jeff Kangas, and John Haeusseler to sit on the committee. The purpose of the committee is to give residents in Hancock a say in the development of services, programs and collections in Hancock.

b. Treasurer

- i. There is no Treasurer's Report this month.

V. Old Business

a. HVAC Work

- i. Eric Waara recommended that a mechanical engineer look at the HVAC. Dillon is compiling a list of problems and gathering building plans. There is room in the Building Budget for this. Discussion.

VI. New Business

a. Trustee Alliance Workshop

- i. Jenn and Bob attended. They felt it was well worth attending. They submitted a summary report and passed around materials. Discussion.
- ii. Dillon suggested that the Board read three chapters per month of the Michigan Public Library Trustee Manual.

b. Amended Budget Draft

- i. Dillon presented proposed amendments to the Budget. He broke out penal fines, contractual fees, and state aid. He explained other changes.
    - 1. Not as much in non-resident fees was received as projected. Program Coordinator and Business Manager costs are less than budgeted. Training and Travel increased.
    - 2. Jenn asked about the Administration Budget. Dillon suggested it is due to increase in promotional materials.
    - 3. Materials and Processing increased.
    - 4. The Building budget is lower because the carpeting was not purchased this year.
    - 5. Net loss is mostly because of the Chassell withdrawal.
  - ii. Joan moved to approve the amended budget. Bob seconded. Approved
- c. Director Evaluation Process
- i. The Personnel Committee will meet in May to work on the Director's Evaluation.
  - ii. The Staff also needs to be surveyed.
  - iii. Board Members will fill out the Evaluation Form.

VII. Public comment

- a. No public present.

VIII. Next Meeting Wednesday, May 22, 2019 at 7pm

IX. Adjournment at 7:59pm