

Portage Lake District Library
58 Huron Street, Houghton, MI 49931
Board of Trustees Meeting
Minutes – corrected
Wednesday, May 22, 2019

I. Call to order and Roll Call

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

II. Additions to the Agenda

- a. none

III. Approval of the Board Meeting Minutes for April 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 April.
 - ii. Funds recently donated by the Friends' group will be used to purchase Summer Reading Program prize books, and books to be used as giveaways on the library's book bike.
 - iii. Presentation to the Houghton-Portage Township School Board about our initiative to issue library cards to all students was cancelled.
 - iv. Our Spring Newsletter was uploaded to our website last week. Print copies have been distributed to Downtown Houghton businesses.
 - v. Our Summer Reading Program plans are coming together. This year, we're focusing the program on 8-weeks of themed, hands-on learning activities that kick-off on June 22. This summer's theme is "A Universe of Stories." Also new this year will be an online registration portal.
 - vi. Posters promoting the Hancock library are going up in Downtown Hancock and other high traffic areas across the bridge. We are also printing brochures to promote the Hancock library, and a mailer that will go to residents of the school district.
 - vii. We've submitted one final grant application for funding this summer's Rabbit Island School. If awarded, we can make the program available

to students in other school districts.

- viii. Leonard is reviewing past HVAC issues and maintenance with Tony Wilmers, the contractor we have worked with the most, before contacting a mechanical engineer for a proposal request.
- ix. Dillon is hosting an instructional session for patrons on using a free graphic design application next month. He's been thinking about how the library can better serve our business start-up and entrepreneur community, and this presentation has come from that thought process.

b. Treasurer

- i. Jennifer Miller gave the Treasurer's Report
 1. State Aid came in May. Penal Fines come in June or July.
 2. She explained that expenditures are over budget on Personnel because of an extra pay period in March. Other expenses are for med insurance and workman's comp.
 3. Administration includes all of Hancock's expenses. They are on target for their budget.
 4. Building includes rent payment \$10,000 more than expected. The City bills us for our lease on the building. In the past, it has been \$57,000 per year. It is \$67,000 this year. Previously, they have used only winter taxes. This year, they included summer taxes. Discussion.
 5. There will be amendments to the budget next month.

V. Old Business

- a. Director Evaluation Process
 - i. Evaluations from the Board are due June 15. Discussion.

VI. New Business

- a. 2019-2020 Budget Draft
 - i. The Budget Committee met last night.
 - ii. Dillon went over the changes from the Amended Budget to the Projected Budget. Discussion.
 - iii. Tom moved. Sylvia seconded. Approved.
- b. Michigan Library Trustee Manual
 - i. The Board Members read the first three chapters. Discussion
 1. Dillon suggested developing an Orientation Packet. Discussion.
 2. An item will be added to the Agenda for "Sharing."
 3. The PLDL has a membership in the Michigan Library Association.
 4. The creation of a Nominating Committee was discussed.
 5. For the next meeting, the Board will read Chapters 4-7 of the MI Public Library Trustee Manual.

6. Dillon was commended for being informed about Library issues and policies. Discussion.

VII. Public comment

- a. Opportunity for the public to address the Board.
 - i. No public present.

VIII. Next Meeting Wednesday, June 26, 2019 at 7: pm.

IX. Adjournment at 7:55 pm.