

Portage Lake District Library
58 Huron Street, Houghton, MI 49931
Board of Trustees Meeting
Minutes – Corrected
Wednesday, August 21, 2019

I. Call to order and Roll Call

- a. Meeting called to order at 7:00 pm
- b. Members present: Jennifer Donovan, Bob Kinnunen, Sylvia Matthews, Lora Repp, Tom Suchenek
- c. Members absent: Joan Suits
- d. Staff present: Dillon Geshel
- e. Public present: none

II. Additions to the Agenda

- a. Hancock School Public Library Planning

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

IV. Reports

- a. Director
 - i. Dillon presented the statistics for cardholders, program attendance, and collections for June and July.
 - ii. A one thousand dollar grant from Library of Michigan will cover all expenses related to Dillon's attendance at this year's Michigan Library Association Conference in October. This grant frees up some of our training and travel budget, to allow Michael to also attend the conference.
 - iii. A portion of Dillon's trip to this year's Upper Peninsula Region of Library Cooperation Annual Conference in September will be paid for because he is presenting. Our Library Manager in Hancock, Boni Ashburn, will also be presenting. Another PLDL employee will be selected to attend as well.
 - iv. The Hancock School Public Library will begin updating their meeting room space very soon. A three-stage grant proposal submitted to the Hancock School Foundation by Tom Suchenek and other teachers was successful, and will pay for the project. Tom gave some details.

- v. The Hancock Library's Book Club Kits program will be made available by the end of the month. Cardholders will be able to checkout Book Club Kits that include 8 copies of the same title. There are 20 kits total.
- vi. The Rabbit Island School expedition was held in Mid-July. Five area students spent a week on the island, studying the ecology of the island and working on art projects. They'll present their work at the library in October.
- vii. Dillon hosted two orientation programs in August at the Hancock School Public Library. They signed-up more than 50 patrons in the month of July – more than PLDL usually signs-up each month. There were 125 people signed up for the Summer Reading Program. Dillon has some ideas for an orientation packet and for outreach. Discussion.
- viii. Our Summer Reading Program wrapped up with a closing ceremony and celebration on August 10. Our work this summer had us concentrate the reading program into 8 weeks' worth of hands-on activities, a first for PLDL. Next year, there will a combination of on-line and in person sign up.
- ix. September is Library Card Sign-up month. We're kicking off our outreach efforts with the Afternoon on the Town event for freshman college students that will include library card sign-ups. The Book Bike will be outside the Dee for Parade of Nations. Dillon is planning to do some door to door solicitation for new library cardholders. Discussion.
- x. The City of Houghton has not received any applicants for the trustee opening on the Library Board. Please help spread the word to Houghton residents who may be interested.
- xi. We are preparing to kick-off an annual fund campaign with a letter to cardholders and former donors. The campaign will also be promoted on flyers around town and in our quarterly newsletters.
- xii. This year we are again hiring a student intern from Michigan Tech's Humanities department. Our intern this fall will likely work on developing a library podcast that deals with local history. Discussion.

b. Treasurer

- i. There was no Treasurer's Report.

V. Old Business

a. Michigan Public Library Trustee Manual

- i. Board Members read Chapters 8 – 11.
- ii. Discussion about self-checkout and selection of library materials.

VI. New Business

- a. Community Room Policy Amendment
 - i. Dillon explained the amendment.
 - ii. Tom moved. Bob seconded. Approved.
- b. Hancock School Library Planning
 - i. Dillon summarized the presentation by John Chratska of EveryLibrary.
 - ii. His information related to the planning for the Hancock School Library.
 - iii. The Board will appoint a Hancock Committee at the September meeting.
 - iv. Discussion.
- c. September 21, a Library Social Event is scheduled for Staff and Board.

VII. Public comment

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

VIII. Next Meeting: Wednesday, September 25, 2019 at 7:00 pm.

IX. Adjournment at 7:55 pm.