

Portage Lake District Library
58 Huron Street, Houghton, MI 49931
Board of Trustees Meeting
Minutes – Corrected
Wednesday, September 25, 2019

I. Call to order and Roll Call

- a. Meeting called to order at 7:02 pm
- b. Members present: Jennifer Donovan, Bob Kinnunen, Sylvia Matthews, Chelsea Peterson, Lora Repp, Tom Suchenek, Joan Suits
- c. Members absent: none
- d. Staff present: Dillon Geshel
- e. Public present: none

II. Additions to the Agenda

- a. Introductions to and of new Board Member, Chelsea Peterson.

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

IV. Reports

- a. Director
 - i. Dillon presented the statistics for cardholders, program attendance, and collections for August.
 - ii. Last week our new Library Assistant, Anya Leach, started training at PLDL. She'll be working opposite Boni starting next week in Hancock.
 - iii. Chromebooks are now available for groups to use in the community room, during instructional events. We are also considering making them available for checkout, for in-library use only.
 - iv. This week, Dillon submitted an application to participate in the Portage Health Foundation's Giving Tuesday event in December. If selected to participate, the Foundation will match all funds we raise on Giving Tuesday this year.
 - v. In coordination with the Farmer's Market, Michael Stanitis hosted a series of cooking demos this summer that we called Biblio Bistro, alongside a registered dietician from UPHS. Michael is currently working with a possible funding partner that would allow us to expand the program with mobile kitchen equipment.
 - vi. We'll also be submitting an application for a mini-grant from the Portage Health Auxiliary in October to benefit a new or existing program.
 - vii. On Friday, November 8, the library will open at 12:30pm. Library Staff

are hosting a training event in the morning to help develop a Customer Service Philosophy, one of our strategic plan activities for the current year.

- viii. Our final outreach event for the season on the Book Bike was last Saturday, at the Parade of Nations Multicultural Festival. The Book Bike will be on display with informational material about the library at Incredible Bank (formerly River Valley) for the month of October, as part of the bank's featured business program.
 - ix. Susan Autio, Boni Ashburn, and Dillon attended the UPRLC Annual Conference in Marquette last week. Boni and Dillon both presented.
 - x. Next month, Dillon will be attending the Michigan Library Association Annual Conference with Michael Stanitis and Boni Ashburn. A grant from the Library of Michigan will reimburse PLDL for all Dillon's expenses related to the conference.
 - xi. The Library of Michigan is now accepting applications for the Excellence in Rural Library service award through January 17. This is a bi-annual award for which we were a finalist in 2017. Jennifer and Tom have offered to help put together an application packet.
 - xii. Dillon is working on surveys for library users and non-library users in Hancock, to learn more about what they value about library services and to help inform our strategic planning process in Hancock.
- b. Treasurer
- i. Dillon is planning to ask for the Accountant's Report by the Wednesday previous to the Board Meeting.
 - ii. Dillon presented a draft copy of the Budget and will follow-up and clarify with the Accountant about State Aid and Property Tax.
 - iii. Non-Resident fees are lower than estimated.
 - iv. Personnel is under budget as is Administration.
 - v. Building expenses have not been expended yet.
 - vi. Discussion.

V. Old Business

- a. Michigan Library Trustee Manual
 - i. Board Members read Chapters 12-14 .
 - ii. Discussion about state memberships, federal grant funding, designations for libraries, including district libraries and library law
 - iii. Lora moved and Joan seconded that Dillon be the designated person to post notices of Board Meetings.
 - iv. A policy book will be left at the check-out desk.
 - v. Discussion of publicizing meetings, quorums at non Board meetings and events, and the need for the public to identify themselves at meetings.

VI. New Business

- i. Hancock Advisory Committee Appointments.
 - 1. Joan moved and Lora seconded the appointment of Thomas Suchenek, Daniel Sequin, Susan Burack, and Steve Patchin. Approved.
- ii. Lora reported on the Friends of the Library meeting.

VII. Public comment

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

VIII. Next Meeting: Wednesday, October 30, 2019 at 7:00 pm.

IX. Adjournment at 7:50 pm.