

Portage Lake District Library
58 Huron Street, Houghton, MI 49931
Board of Trustees Meeting
Minutes – Corrected
Wednesday, November 6, 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, Chelsea Peterson, Lora Repp
- c. Members absent: Tom Suchenek, Joan Suits
- 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 September 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 September.
 - ii. In August we made Chrome books available for community room use. The Chrome books are now available for in-house use by any PLDL cardholder in good standing.
 - iii. The Portage Health Foundation did not select us as one of their giving Tuesday organizations. We'll still participate, although without their match or promotional assistance.
 - iv. Grant applications have been submitted to the Portage Health Auxiliary by both PLDL and HSPL. PLDL is requesting funds to develop an afterschool program next fall that includes skateboarding instruction and project based STEM activities related to action sports culture, such as designing and pressing their own skateboards. HSPL is applying for funds to add new books related to pre-college and career prep, with a focus on medical fields.
 - v. The Hancock Public Schools Foundation has approved phase two funding request that will assist with the funding of their meeting room. These funds will allow us to purchase flexible, mobile tables and chairs for the space. The Hancock Board also approved a mini grant for the Library that allows them to purchase more junior level books.

- vi. November 1 marks one year managing the Hancock Library. We circulated more than twice as many books than the library did the year before we stepped in. We signed up 241 cardholders compared to 51 the year prior. We recorded about 28,000 visits, compared to 7,000 recorded in Hancock's state aid report the year prior.
- vii. Our annual fund campaign kicked-off with a letter to cardholders in October. So far we have raised \$9,000 or about 30% of our year-end goal.
- viii. Shelves at the west end of the library have been shifted to make room for additional community event space. We've already hosted an author talk in the area and are currently hosting a Michigan Tech Archives exhibit in that space.
- ix. On Friday, November 28, the Library will open at 12:30 pm. 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.
- x. The Program Coordinator and Dillon are exploring Peer Navigator plans for needy people in the community.
- xi. Dillon explained the proposed plans from the Superior Fab Lab for the "Maker Space" to be located in what was to be the "Coffee Shop." Discussion.

b. Treasurer

- i. Two changes were made in the June report to reflect the proper amount of state aid and income from Hancock.
- ii. It is beginning of the fiscal year, so there is not much to report. Personnel naturally fluctuates
- iii. In July, we are slightly over budget for office supplies and attorney fees.
- iv. In August, Information technology reflects the purchase of Chrome books.
- v. In September, Administration reflects the cost of the annual campaign.

V. Old Business

- a. The Board commended Dillon for the Rabbit Island program.
- b. Discussion.

VI. New Business

- a. Personnel Committee Recommendation
 - i. The committee met and discussed Dillon's salary and bonus.
 - ii. The committee recommends a one time \$5,000 bonus for Dillon in December.
 - iii. Jenn read Joan's comment.
 - iv. Lora moved. Sylvia seconded. Approved.

VII. Public comment

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

VIII. Next Meeting: Wednesday, January 22, 2020 at 7:00 pm.

IX. Adjournment at 7:35pm.