

Portage Lake District Library  
58 Huron Street, Houghton, MI 49931  
Board of Trustees Meeting  
Minutes – Corrected  
Wednesday, April 22, 2020

I. Call to order and Roll Call

- a. Meeting on Zoom called to order at 7:03 pm
- b. Members present: Jennifer Donovan, Sylvia Matthews, Lora Repp, Joan Suits, Tom Suchenek
- c. Members absent: Bob Kinnunen,
- d. Staff present: Dillon Geshel, Jennifer Miller
- e. Public present: none

II. Additions to the Agenda

- a. All public attendees will be given time to speak during public input but will be muted until then.
- b. All votes will be by roll call.

III. Approval of the Board Meeting Minutes for February 2020. Joan moved. Lora seconded. Motion approved.

IV. Reports

- a. Director
  - i. Over the last month, before the library closed, we were doing curbside services. When Governor Whitmer shut down the state, we closed. We have been working hard to let the public know that we are here online. We have story time for babies and toddlers, read aloud for older children, and “Ask a Librarian.” We hosted one live music event with Bob Hiltunen with 75 listeners. One librarian has been sharing recipes, which has been popular. Social media reach has increased by 700%.
  - ii. Ancestry and Foundation Resources are now available online. The Library Co-op added more books online. We have a new resource of books, TV shows, and movies with 750,000 titles available. Dillon is able to sign up new users online.
  - iii. The Hancock Library allows card sign up online. There is no residency requirement for them. There are twenty-eight new cardholders. Boni has been processing new books from home. They have distributed 125 Chrome books to students. Online tutoring sessions will begin next week. They are also working to bring coding classes online.
  - iv. Last week, we learned that we received the June B. Mendel Award, which recognizes the great work done by the librarians, staff, and

boards of rural libraries, and is given every two years by the Library of Michigan. We have gotten good publicity about this on TV 6, Dirk on the radio, and Keweenaw Report.

- v. Dillon has been giving weekly updates on Facebook and also sending press releases to local media. Jenn suggested doing more. She offered to assist.

- b. Treasurer

- i. Jennifer presented the Treasurer's Report for December, January, and February. We have not yet received Summer Taxes, State Aid, or Penal Fines. In regard to expenses, Administration is slightly over budget. Rent was paid. Dillon will talk about Personnel under New Business.

- I. Old Business

- a. None

- II. New Business

- a. Fiscal Year 2019-2020 Budget Amendments

- i. Dillon presented the possible changes in Revenue.

1. He is estimating a 50% drop in penal fine revenue. We don't know how much penal fine revenue we will lose, but we do expect it to be substantial.
2. Contractual fee revenue is adjusted downward to reflect what we anticipate receiving by the end of fiscal year. The overall contractual annual revenue has been increased by \$10,000 to assist with bringing the Library Manager position up to full-time with benefits.
3. Non-resident fee revenue is adjusted downwards. We will essentially be losing two months of non-resident fee revenue due to the library's closure.
4. Grant revenue is adjusted upward by about \$10,000 to reflect funding received for various projects at both libraries.
5. We're projecting that our general and dedicated contributions will come in under the \$30,000 we budgeted for. Currently, between both libraries, we have received about \$25,000 in donations.

- ii. Dillon presented the possible changes in Expenses.

1. Overall personnel expenditure for the year has been adjusted upward to reflect the additional expenses associated with making our Library Manager in Hancock full-time with medical insurance.
2. Training and travel have been adjusted downward. We won't spend as much since the rural library conference in April was cancelled.
3. Postage/shipping is adjusted upward to reflect what we've actually spent year to date, but also to allow for allocating funds to a books by mail program.

4. The supplies portion of our administration budget saw an increase of about \$2,800. \$2,400 of these funds is for media lab furniture at the Hancock library and is covered by a grant.
5. Materials and processing is adjusted slightly upward to reflect upcoming expenses that we're adding thanks to some of the grant revenue mentioned earlier.
6. Subscriptions and licenses are adjusted upward to accommodate our Zoom, Beanstack, and Hoopla subscriptions.
7. Programming has been cut back substantially for the remainder of the fiscal year. We did more public programming this year than we have in the past but with much less in expenses. The good news is that the cuts to this budget line won't mean a cut back in services for the next two months; it's just that we did not spend as much as anticipated.
8. We are spending less than anticipated on building maintenance and utilities, but have an additional \$9,500 expense for new furniture at the Hancock Library. Funding for the furniture is pulled from unspent contractual revenue from the year prior. So this funding is available to us in our fund balance. Overall, these adjustments to the building budget leave the total building expenditures largely unchanged. It's a wash.
9. We're pulling more from our reserve funds than anticipated. But it's important to note that \$9,500 of those additional expenditures come from funds already set aside in our fund balance for Hancock, and we'll still be receiving an additional \$17,000 in contractual revenue from the school district after July 1, but before the end of our contract year, which runs from November – October.

iii. Discussion. Lora commended Dillon and the staff on how they are dealing with the Library being closed during a time of crisis. The Board agreed that Dillon did an excellent job on the proposed amended budget.

1. Tom Moved. Lora Seconded. Approved.

iv. Jennifer Miller is working on a project to mail letters to patrons who may be vulnerable and reach out to them.

### III. Public comment

a. Opportunity for the public to address the Board.

i. No public present.

IV. Next Meeting: Wednesday, May 27, 2020 at 7:00 pm.

V. Adjournment at 7:42 pm.