

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

I. Call to order and Roll Call

- a. Meeting called to order at 7:00 pm
- b. Members present: Bob Kinnunen, Sylvia Matthews, Chelsea Peterson, Lora Repp, Joan Suits
- c. Members absent: Jennifer Donovan, Tom Suchenek
- 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 November 2019. Bob moved. Lora seconded. Motion approved.

IV. Reports

- a. Director
 - i. Dillon presented the statistics for cardholders, program attendance, and collections for October, November, and December 2019
 - ii. Hancock Public Schools has agreed to increase the amount of annual contractual revenue to PLDL, allowing our library manager to become full-time. Additional time in Boni's schedule will allow us to apply for additional grants, extend hours for special programs, and facilitate outreach events.
 - iii. The Portage Health Auxiliary has awarded grant funding to both PLDL (\$3,000) and HSPL (\$2,000). PLDL will use the funds to host afterschool skateboard instruction this fall. HSPL will use the funds for new books geared towards college and career prep.
 - iv. The Portage Health Foundation has awarded PLDL with a \$10,000 grant to be used to purchase a Charlie Cart, an all-in-one kitchen on wheels that comes loaded with a full curriculum of classroom-tested recipes. The Charlie Cart will be used to expand on our Biblio Bistro programming.

- v. HSPL hosted a book sale in November that raised \$700 to be used for new children's picture books and board books, with help from the Friends of PLDL and the school's Interact Club.
- vi. HSPL has also received a coding grant that will assist with the start-up of a coding club for students at the school. The grant includes training on using coding software, a free subscription to the software, and physical coding kits that include robots and other gear (a total value of \$5,000).
- vii. Our annual fund campaign has raised 51% of our year-end goal. Giving Tuesday saw a \$500 donation. A second letter sent to former donors collected over \$2,000 in December.
- viii. The Library has submitted a nomination packet for the June B. Mendel Award for Excellence in Rural Library Service. Letters of support were kindly written by Steve Patchin, the Hancock Schools Superintendent; Lindsay Hiltunen of the Michigan Tech Archives; Chuck Ouellette on behalf of the Keweenaw Community Foundation; Charles Wallace and Kelly Steelman from our BASIC programs; and Lynn Makela, owner of 101 Quincy Co-working.
- ix. On Thursday, February 13 the library will be closed for our annual all-staff training event. We'll be continuing our work on developing a customer service philosophy, and Dillon will host sessions on team building and dealing with difficult patron interactions. Jeremy Morelock from the Superiorland Library Cooperative will also be here to give a tutorial on using Libby and RBDigital.
- x. Two of our Library Assistants will be attending a free youth services workshop at the Dickinson County Library's main branch tomorrow, January 23.
- xi. Dillon will be attending this year's Small and Rural Libraries Conference in Traverse City, April 13 – 15. As a presenter his registration fee is waived and the hotel stay is discounted. Our Library Manager in Hancock will also attend, and he'd like to bring along one more PLDL staff member.
- xii. This year's Great Michigan Read selection, chosen by the Michigan Humanities Council, is Dr. Mona Hanna-Attisha's *What the Eyes Don't See*. The Great Michigan Reads tour will be coming through Houghton and we'll be hosting the author in partnership with HSPL in August, in their high school auditorium.
- xiii. Last fall's student intern, Michigan Tech Humanities major Liam Andersen, produced a 2-episode podcast for the library focused on local history and lore. He'll return to PLDL in March to present on the process of developing and creating a podcast.

xiv. Dillon did a 25-minute interview with Todd VanDyke of Copper Country Today, which is now available to stream on the Keweenaw Report's website.

b. Treasurer

- i. Jennifer presented the Treasurer's Report. There was not much to report. Non-Resident fees are down but expected to go up in January.
- ii. We are doing well in expenses. Administration covers 26 lines which is a lot.
- iii. The Building budget includes budgeting for chairs and standing desks which have not come in yet. There is also funding for Security in that account.

V. Old Business

- a. none

VI. New Business

a. Annual Audit

- i. Dillon presented the annual audit. Everything looks good.
- ii. Lora moved and Bob seconded to accept the Audit for fiscal year 2019.
Approved

b. Employee Handbook Amendments

- i. Dillon presented the updated Employee Handbook. Lora and Bob along with Jennifer assisted in the updating and revising.
- ii. Sylvia moved and Chelsea seconded. Approved.

c. Circulation Policy Amendment

- i. Bob moved. Chelsea seconded. Approved.

d. Strategic Plan Report

- i. Dillon presented a 6 month update on the Strategic Plan Initiatives.
- ii. Discussion.

e. Facility Planning Proposals

- i. Dillon presented the Facility Planning Proposals. There are two and will possibly be a third.
- ii. Discussion.

f. Winter Carnival Fireworks

- i. It is scheduled for February 8.
- ii. Joan volunteered to help with organizing.
- iii. Discussion.

VII. Public comment

a. Opportunity for the public to address the Board.

- i. No public present.

VIII. Next Meeting: Wednesday, February 26, 2020 at 7:00 pm.

IX. Adjournment at 7:54 pm.