**Portage Lake District Library**

**58 Huron Street, Houghton, MI 49931**

**Board of Trustees Meeting**

**Minutes – draft**

 **Wednesday, January 25, 2023**

1. Call to order and Roll Call
	1. Meeting called to order at 7: pm. A quorum was present.
	2. Members present: Meha Chiraya, Jennifer Donovan, Bob Kinnunen, Sylvia Matthews, Gloria Melton, Lora Repp,
	3. Members absent: Tom Suchenek
	4. Staff present: Katrina Linde-Moriarty

1. Public comment
	1. Opportunity for the public to address the Board
	2. Public Present: Staff: Boni Ashburn, Jen Miller, Holly Nemiroff, Andra Ziemnick, Catherine J. Gardner, Susan Autio
2. Additions to the Agenda
	1. None
	2. Approva**l** of the Board Meeting Minutes for November 2022. Sylvia moved. Jenn seconded. Motion approved.
3. Other Business
	1. General Contractor Bid
		1. Katrina reported that several contractors came to a meeting but there was not a lot of information to provide to them. She does have a bid for painting. Discussion.
		2. Sylvia recommended Dave Bach, a library member and volunteer to give advice before the bidding process.
4. Reports and Committee Business (as needed)
	1. Director’s Report
		1. Announcements/News
			1. Two new volunteers working at the Library.
			2. Circulating chrome books and new laptops to the public.
			3. Raised $4,400 during End-of-Year Giving campaign.
			4. Relocated Young Adult Collection to the MI Room.
		2. Stats/Data
			1. Katrina presented the statistics for December and November
		3. Finance Information:
			1. Finished Annual Report for state.
			2. Calculated effect of potential minimum wage increase on budget.
		4. Programming
			1. Planned no school/half day programming through Spring Break.
			2. The Winter Reading Program runs through March 11th.
			3. Crafting and Cricut programs continue to gain attention.
			4. New book club is coming soon
		5. Continuing Education/Meetings
			1. Director: 17 Meetings, 2 Webinars, Routine Meetings with Staff
			2. Two staff members attending the annual Youth Workshop in Dickinson County
		6. Incidents at the Library/Requests from Public:
			1. Two Weather Related Closures: December 22 – 23rd
			2. A patron has been suspended until March
		7. Current Projects
			1. Redesign Project
				1. Coordinated a request for proposals for a local general contractor.
				2. Matt from Library Design will conduct a site visit Feb 1 – 2 to finalize our design for Phase 2.
		8. Horizon
			1. Continue preparations for Phase 1 of our redesign project May 2023
			2. Researching improvements to our website for better usability for staff and patrons.
		9. Board Survey
			1. Katrina passed around a survey to the Board and reminded members about on line training.
			2. She summarized some of the goals and projects coming this year.
			3. There will be a survey for users of the Hancock Library.
	2. Financial Report
		1. None available at this time.
5. Old Business
	1. PLDL Updated Bylaws 2022
		1. Lora presented the updated Bylaws.
		2. Jenn moved. Bob seconded. Approved.
	2. Library Redesign Update
		1. Katrina has circulated a digital survey among teens in relation to the Redesign.
		2. She is investigating funding options for the next phase.

1. New Business
	1. 2021-22 Annual Report Presentation
		1. Katrina presented the Annual Report. It includes PLDL and Hancock. She summarized highlights.
	2. ESTA and Minimum Wage Discussion
		1. Katrina shared information about the Minimum Wage situation. There is a webinar on Feb 3, which the Board is invited to attend.
		2. Earned Sick Time Act
			1. Pages and Substitutes do not currently receive Earned Sick Time. Other employees do earn sick time.
			2. Minimum wage scales may increase for Pages and Library Assistants. This will impact the budget.
			3. Katrina presented a Table with 3 options and explained them.
			4. She recommended investigating investing library funds.
			5. She advised exploring options and doing research.
			6. Discussion.
2. Public comment
	1. Opportunity for the public to address the Board
		1. Susan Autio read a statement on behalf of the Staff present recommending option 2 or 3.
3. Next Meeting: Wednesday, February 22, 2023 at 7: pm
4. Adjournment at 8:09 pm.