

**Portage Lake District Library
58 Huron Street, Houghton, MI 49931
Board of Trustees Virtual Meeting
Minutes – Corrected
Wednesday, March 24, 2021**

I. Call to order and Roll Call

- a. Meeting on Zoom called to order at 7:05 pm
- b. Members present: Jennifer Donovan, Bob Kinnunen, Sylvia Matthews, Gloria Melton, Lora Repp, Joan Suits, Tom Suchenek
- c. Members absent: none
- 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 Comment but will be muted until then.

III. **Approval** of the Board Meeting Minutes for February 2021 as corrected. Joan moved. Sylvia seconded. Motion approved.

IV. Reports

a. Director

- i. Dillon presented and explained the statistics for January.
- ii. Last week MDHHS released a new Gatherings and Face mask order. There are no changes that apply to libraries, or that change current practices.
- iii. Our *Justice in Transition* series starts this week, in collaboration with the Rozsa Center and the Institute of Policy, Ethics, and Culture at Michigan Tech.
- iv. Portage Health Foundation staff and our program coordinator, Michael Stanitis, have been filming the second season of *Biblio Bistro*. Episode one aired in early March and episode two will air on Saturday.
- v. Our staff and the volunteers from Superior Fab Lab have resumed meeting and discussions on our some-day maker space to be located in the coffee shop room. Dillon would like to include some funds in next year's budget for purchasing maker equipment.
- vi. The Western Upper Peninsula Health Department is allowing PLDL employees to attend a March 29 vaccine clinic. Several library workers at PLDL have already received the vaccine as they qualified in past or current phases of distribution. All told, 89% of library staff are opting to receive the vaccine.
- vii. Library Assistant Rachele Lambert is retiring and her last day at PLDL

will be Thursday, May 6. When you see Rachele, please congratulate her and thank her for all she's done here at PLDL.

- viii. Rethinking Libraries is drafting a contract for our review that outlines our collaboration on building renovations. Our building renovation committee will review the document when it is available before making any recommendations to the board.
- ix. In April, the library board will need to review an amended budget for the current fiscal year. Dillon will reach out to the board's budget committee to setup a meeting soon.

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b. Financial Report

- i. Jennifer reported that we are on target with revenue. We continue to come in under budget on expenditures with the exception of Personnel.
- ii. Dillon explained that Penal Fines are under budget due to reimbursing an overpayment.

V. Old Business

- a. Hancock Library Update
 - i. Dillon presented an update to the Hancock School Board.
 - ii. He met with Steve Patchin, Hancock Superintendent, about the procedures for the Hancock Library.
 - iii. The contract could be extended for a year. Dillon is going to pursue this plan if the Hancock School Board approves.
 - iv. Discussion.

VI. New Business

- a. Election of Officers
 - i. Nominations for president for a two year term. Joan nominated Lora for President. Bob seconded. Approved
 - ii. Bob nominated Jenn for Vice President. Lora seconded. Approved.
 - iii. Lora nominated Joan for Secretary. Tom seconded. Approved.
 - iv. Jenn nominated Tom for Treasurer. Bob seconded. Approved.

VII. Public comment

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

VIII. **Next Meeting:** Wednesday, April 28, 2021 at 7:00 pm.

IX. **Adjournment** at 8 pm.