

Portage Lake District Library
58 Huron Street, Houghton, MI 49931
Board of Trustees Meeting
Minutes – corrected
Wednesday, March 2, 2022

I. Call to order and Roll Call

- a. Meeting called to order at 7:02 pm. A quorum was present.
- b. Members present: Jennifer Donovan, Sylvia Matthews (on Zoom), Gloria Melton Lora Repp, Joan Suits Tom Suchenek (on Zoom)
- c. Members absent: Bob Kinnunen
- d. Staff present: Susan Autio, Jennifer Miller, Holly Nemiroff
- e. Public present: none

II. Additions to the Agenda

- a. Redesign Update
- b. Welcome for Katrina & Press Release

III. Approval of the Board Meeting Minutes for January, 2022 as corrected. Joan moved. Jenn seconded. Motion approved.

IV. Reports

a. Director

- i. Trained a new Substitute Library Assistant, Jeff Beck.
- ii. Implemented staff mask requirement per Board direction.
- iii. Implemented signage and improved availability of masks for
- iv. public, per Board direction.
- v. Met with New Director and gave personal tour of library.
- vi. Hosted New Director for Staff Fireworks party.
- vii. Report about the Maker Space. After the meeting, there will be a tour.

b. Treasurer

- i. Looking at Oct., Nov., Dec., Jan. financial reports, Jennifer highlighted trends.
- ii. In Revenue, the winter property taxes started to come in.
- iii. In January, the Hancock Public Library contractual payment was received.
- iv. Year-end and general contributions were up.
- v. Under Expenditures, Jennifer has questions about the jump in Personnel for Dec and the negative in the Oct. Building Budget.
- vi. In comparing Expenditures to Budget, the statements don't reflect the amended expenditures under Administration for the Director Search.
- vii. Non-resident fees are greater than budgeted.

- viii. The Library is no longer selling used items.
- ix. We are on target with expenditures.
- x. Programming is under budget.
- xi. Rent is paid in March.

V. Old Business

- a. Covid Masking
 - i. Lora recommended that masking be a personal choice going forward.
 - ii. Staff members Holly Nemeroff, in person, and Michael Stanitis, in writing, shared their preferences.
 - iii. Discussion.
 - iv. The Board recommends masking be a personal choice for staff and the public.
 - v. Motion to rescind the mask requirement with the understanding that it will be revisited if counts go up. Joan moved. Lora seconded. Approved with one opposed.
- b. Attorney Fee Update
 - i. Susan contacted the attorney about increases in fees. Discussion.
 - ii. Motion to approve to the new contract. Jenn moved. Gloria seconded. Approved
- c. Redesign Update
 - i. Matt deBear will be asked to make a presentation to the Board when he reschedules a visit to the Library.
 - ii. Discussion about a letter from Janet Nelson of ReThinking Libraries and the status of the redesign project. Susan will clarify.

VI. New Business

- a. New Director Contract
 - i. There are changes in the dates of the fiscal year in the contract and the termination length will be 90 days written notice. Lora, Jenn, and Joan will need to initial the corrected contract. Discussion.
 - ii. Motion to approve the Director contract. Jenn moved. Gloria seconded. Approved.
- b. New Budget
 - i. Discussion about preparations for the new budget which needs to be voted on at the June meeting.
 - ii. Jennifer will prepare a budget for a Budget Committee Meeting in April.
- c. Trustee Term Limits
 - i. Those with expiring terms need to send letters asking to be reappointed by the respective governing body.
 - ii. Discussion.
 - iii. The three openings on the Board, two from Houghton and one from Portage, will be announced.
- d. Welcome for New Director & Press Release

- i. Lora asked Jenn to write a press release welcoming the new Director and for volunteers to plan a welcome reception for her with the Board and the public. Joan and Gloria volunteered.
- ii. Discussion.

VII. Public comment

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

VIII. **Next Meeting:** Wednesday, March 30, 2022 at 7: pm.

IX. **Adjournment** at 8:47 pm.