

Portage Lake District Library
58 Huron Street, Houghton, MI 49931
Board of Trustees Meeting
Minutes – corrected
Wednesday, January 26, 2022

I. Call to order and Roll Call

- a. Meeting called to order at 7:06 pm
- b. Members present: Jennifer Donovan, Bob Kinnunen, Sylvia Matthews, Gloria Melton Lora Repp (on Zoom), Joan Suits Tom Suchenek (on Zoom),
- c. Members absent: none
- d. Staff present: Susan Autio
- e. Public present: none

II. Additions to the Agenda

- a. Holiday Closures for 2022

III. Approval of the Board Meeting Minutes for November, 2021 as corrected. Jenn moved. Sylvia seconded. Motion approved.

IV. Reports

a. Director

- i. New Substitute Hire: Susan interviewed three people. The first two declined. She has hired Jeff Beck and he has begun training. He is only available until fall.
- ii. Holiday staff bonuses have been distributed.
- iii. Snow removal is going well. There is an issue with keeping the back entrance cleared
- iv. We have had some winter closures. The Road Commission is the best resource for determining whether to close.
- v. Susan attended the Redesign Committee meeting.
- vi. Susan attended the Director Search interviews.

b. Audit

- i. Susan presented the Auditor's Report with highlights and notes.
- ii. Discussion.

V. Old Business

- a. Mask Requirement for public and staff
 - i. Susan presented information about the mask requirement from the attorney and from the Library of Michigan.
 - ii. Discussion.
 - iii. It was decided to have a sign on the door encouraging patrons to wear

- masks and staff will keep track of people who do not mask.
- iv. Jenn moved that staff be required to wear masks. Joan seconded.
Motion approved.
- b. Redesign Update
- i. Bob reported that one of the planners, Matt deBeer, will visit the week of the February Board Meeting to look at the carpeting and shelving. He will be invited to the meeting.
 - ii. The YA Section will need to be reduced by 500 items, Adult by 3,000 items. CD's will also shrink. The Michigan collection will be weeded.
 - iii. Shelving for the adult collection will need to accommodate the new meeting room.
 - iv. Two computers will be added to the Youth Section.

VI. New Business

- a. Holiday Closures
 - i. Discussion.
 - ii. The Library will be closed on the Mondays after Christmas and New Year for 2022/3.
 - iii. Bob moved, Jenn seconded. Motion approved.
- b. New Attorney Fee
 - i. Susan presented the attorney's letter concerning raising fees.
 - ii. Discussion.
 - iii. Susan will contact the lawyer with questions concerning renegotiation and percent of increase and a request for extension of the deadline.
- c. Director Search Update
 - i. Joan recommended Katrina Linde-Moriarty for the position of Director.
 - ii. Discussion: There was a meeting with Staff. Along with many positive comments, concern was voiced that she has not had grant writing or managerial experience.
 - iii. The Board feels that she will rise to the challenge.
 - iv. Lora was pleased with her responses to questions.
 - v. Starting salary will be \$65,000 with health insurance, pension plan contribution and money for education expenses as well as \$2,000 for relocation expenses.
 - vi. She is not available until May.
 - vii. Joan moved. Jenn seconded. Motion approved.
 - viii. Lora suggested orientation, training, and publicity be considered.
 - ix. The Personnel Committee will work on logistics.
 - x. Dillon offered to help with the contract.
 - xi. Lora thanked the Staff and the Committee for their work.
 - xii. Susan thanked the Staff for their support.

VII. Public comment

- a. Opportunity for the public to address the Board.

- i. Tom congratulated the Committee for finding a good candidate and he agreed with the mask policy.

VIII. **Next Meeting:** Wednesday, February 23, 2022 at 7: pm.

IX. **Adjournment** at 8:26 pm.