

Portage Lake District Library
58 Huron Street, Houghton, MI 49931
Board of Trustees Meeting
Minutes – corrected
Wednesday, October 27, 2021

I. Call to order and Roll Call

- a. Meeting called to order at 6:57 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: Susan Autio, Jennifer Miller
- e. Public present:

II. Additions to the Agenda

- a. Holiday Pay for Staff

III. Approval of the Board Meeting Minutes for September 1 and October 6, 2021 as corrected. Joan moved. Bob seconded. Motion approved.

IV. Reports

a. Director

- i. Susan met with Judy Thompson-Torosian, representative for MML, our insurance firm. She pointed out the need for added insurance during redesign. [SEP]
- ii. Susan is waiting to hear from the PLDL attorney concerning the legalities involved with the possible sale of library furniture due to the redesign.
- iii. We need to hire a new substitute or two as the current one is leaving the area. Discussion.
- iv. Temporary winter pavement was added so we don't need to close the front doors.

V. Old Business

- a. Redesign update
 - i. Susan spoke with Janet Nelson. They have gotten designs from Matt de Bear for furniture and carpeting. There will be a Zoom meeting schedule in mid November. [SEP] She will contact the ReDesign Committee to schedule.
- b. Director Search Committee update
 - i. Joan gave a report about the work of the Committee.
 - ii. Current salaries of librarians in similarly sized libraries run

between \$40,000 and \$70,000. The committee would like to offer a starting salary of \$60,000 with benefits to include health care and pension. In addition, the committee would like to offer some money towards relocation expenses."

- iii. Discussion.
- iv. Bob moved. Jenn seconded. Motion carried.
- c. Covid Capital Project Fund
 - i. The Library of Michigan will apply for the grant and then they will distribute funds if they receive the grant.
 - ii. The Basic Computer Class will return. They received a grant to fund the program. [L] [SEP]

VI. New Business

- a. New Auditor proposal
 - i. Susan presented the proposals from Sturos and Anderson, Tackman.
 - ii. Discussion.
 - iii. Susan will contact Anderson, Tackman regarding a contract.
- b. Snow shoveling and closures
 - i. Leonard can no longer shovel snow. Susan will look for someone to replace him. She will talk with the city.
 - ii. Discussion.
 - iii. In regard to closures, Susan requested a new protocol. Discussion.
- c. Holiday Pay for Staff
 - i. [L] [SEP] Jennifer presented the current policy for paid legal holidays. She proposed that the Board approve a new policy that she drafted.
 - ii. Discussion.
 - iii. The Policy Committee will meet to make a recommendation to the Board.

VII. Public comment

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

VIII. **Next Meeting:** Wednesday, November 24, 2021 at 7: pm.

IX. **Adjournment** at 8:12 pm.