

Portage Lake District Library
58 Huron Street, Houghton, MI 49931
Board of Trustees Meeting
Minutes – Corrected
Wednesday, April 28, 2021

I. Call to order and Roll Call

- a. Meeting called to order at 7:00 pm
- b. Members present: Jennifer Donovan, Bob Kinnunen, Gloria Melton, Joan Suits, Tom Suchenek
- c. Members absent: Sylvia Matthews, Lora Repp
- d. Staff present: Dillon Geshel
- e. Public present: none

II. Additions to the Agenda

- a. None

III. **Approval** of the Board Meeting Minutes for March 2021 as corrected. Gloria moved. Bob seconded. Motion approved.

IV. Reports

a. Director

- i. Dillon presented and explained the statistics for March.
- ii. MDHHS released a new Gatherings and Face Mask Order on April 19. The only change for public libraries is the extension of mask wearing to children aged 2 and up from the previous requirement of children aged 5 and up. This mask change went into effect on April 26.
- iii. The Justice in Transition series wrapped up two weeks ago. Eight separate events and speakers drew 850 participants over the course of the program.
- iv. The Library of Michigan's LSTA grant program will provide \$2,500 for this summer's Rabbit Island School. They will also provide \$2,500 for the Hancock Library to start a new collection of circulating material for senior residents at the Canal View Medical Care Facility.
- v. A \$2,000 grant from the Portage Health Auxiliary will also assist with hosting Rabbit Island School this summer.
- vi. A \$3,000 grant from the Portage Health Auxiliary will assist with hosting skateboarding classes and STEM activities that relate to action sports culture. Dillon is trying to secure the necessary supplies and program partners at this time.
- vii. Dillon and Jennifer Miller are working on an amended budget for the current year and a draft budget for next year. They hope to present both to the board in May.

- viii. After a competitive application process, Business Manager Jennifer Miller has been selected to participate in an 11-month Public Library Financial Management Certificate Program. Congrats, Jennifer!
- ix. Library staff and volunteer community members are making progress on the planning stage of our new maker space. See attached photos for concept designs.
- x. A \$250 mini-grant from the Michigan Center for the Book is being awarded to the Hancock Library for updating their Junior Biography section.
- xi. Dillon announced collaboration with the Michigan Tech Employees Federal Credit Union to provide books on finance for all ages. Dillon and MTEFCU will promote it.

b. Financial Report

- i. Dillon presented the Financial Report for February. Penal fines are expected to be lower this year. Non-resident fees are down but this may be due to Covid. State aid comes in May or June. Expenditures are under budget. The building lease was paid in March. There are additional funds for libraries in the state budget this year.

V. Old Business

- a. Hancock Library Update
 - i. It has been decided to wait until next year to put a millage request on the ballot.

VI. New Business

- a. Employment Handbook Amendment
 - i. Dillon presented changes in Staff Vacation Requests.
 - ii. Tom moved. Joan seconded. Approved.
- b. Phase 3 Plan and Policy Amendments
 - i. Changes and updates in the Phase 3 Plan were explained.
 - ii. Bob moved. Tom seconded. Approved
- c. Rethinking Libraries Contract
 - i. The timetable, the payment schedule, and the termination timeline in the contract were clarified and updated.
 - ii. Jenn suggested that the lawyer look at the contract.
 - iii. Rethinking Libraries has copies of the original plans for the library.
 - iv. Gloria moved, Tom seconded. Approved, contingent on the lawyer's approval.

VII. Public Comment

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

VIII. **Next Meeting:** Wednesday, May 26, 2021 at 7:00 pm.

IX. **Adjournment** at 7:26 pm.