

**Portage Lake District Library  
58 Huron Street, Houghton, MI 49931  
Board of Trustees Meeting  
Minutes – corrected  
Wednesday, August 25, 2021**

**I. Call to order and Roll Call**

- a. Meeting called to order at 7: 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
- e. Public present: DMG Reporter Garrett Neese

**II. Additions to the Agenda**

- a. Comments from the Chair

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

**IV. Comments from the Chair**

- a. Regarding Dillon's resignation.

**V. Reports**

**a. Director**

- i. Dillon presented and explained the statistics for May, June, and July.
- ii. The city's pier project construction started in earnest last week. It's going to be noisy and dusty for quite some time on Huron street. Access to PLDL is limited to the Huron street sidewalk that borders the retaining wall of the raised parking lot.
- iii. This year's Summer Reading Program wrapped up on August 14. We surpassed our community- wide reading goal of 500,000 minutes between both libraries.
- iv. Our Interlibrary Loan Coordinator and Cataloger, Andra, hosted two Harry Potter Escape Room events. These were our first indoor events in over a year and we're very well received.
- v. Earlier this month we hosted our second-ever Rabbit Island School. Seven students spent a full week on the island. Next, they'll meet up for a mainland workshop to prepare their art for an October exhibit and presentation at PLDL.
- vi. Our Rad Academy events kicked-off last Thursday, where we worked with four youth participants. We've scaled back several of the

STEAM-related events due to Dillon's limited time left with PLDL and one of our collaborative partners having to cancel.

- vii. The media lab in Hancock is now available for public and student use. Boni Ashburn can be contacted for reservations.
- viii. Hancock's new senior book club kits are rolling out very soon. Several of these kits will be made available to the residents of Canal View, with additional kits circulating at the library.
- ix. Also in Hancock, Boni is finishing all purchasing for another grant funded program, STEM kits for checkout, which will also be made available soon for students and public patrons.
- x. We've hired Leah Berkey as our new Library Page and she's doing great.
- xi. We are also in the process of hiring a new substitute Library Assistant, Alexis Poland.

**b. Financial Report**

- i. Dillon went through the April and May Financial Reports. State aid will show up in July's report. It should increase this year. Penal Fines will appear in August's report. They will also increase. Contractual fees are from Hancock Schools. Non-resident fees increased in May.
- ii. Expenditures are under budget.

**VI. Old Business**

- a. Building Renovation Planning Updates**
  - i. Dillon discussed the Space Reconfiguration Option #1 submitted by ReThinking Libraries. Discussion.
- b. Pandemic Policies**
  - i. Due to the new mandate from the Health Dept. about masking indoors, Dillon did a Staff Survey. Masks are encouraged in the Library.
  - ii. Dillon recommended that the Pandemic Meeting Room Policy be extended to Sept 23.
  - iii. Discussion. Tom moved. Bob seconded. Approved.

**VII. New Business**

- a. MERS Plan Update**
  - i. Board approval is needed.
  - ii. Joan moved. Lora seconded. Approved.
- b. Director Resignation**
  - i. The Board accepted Dillon's resignation effective Sept 26, 2021.
  - ii. Jenn moved. Sylvia seconded. Joan abstained. Approved.
- c. Interim Director Recommendation**
  - i. Dillon offered to help in the interim.
  - ii. He recommends Susan Autio as interim director. Discussion.
  - iii. Tom moved to appoint Susan as interim director with an increase in

salary. Bob seconded. Approved.

**d. New Director Search**

- i.** Dillon shared information about the Director search.
- ii.** He has drafted a description of the position.
- iii.** He presented several companies' proposals for the Director Search.
- iv.** The Personnel Committee will be responsible for the Search.
- v.** It is suggested that Staff be included on the Search Committee.
- vi.** Dillon suggested that Susan, Boni, and one other Staff member be included.
- vii.** The Personnel/Search Committee will decide about hiring a Recruiting Firm and which one.
- viii.** Discussion.
- ix.** A farewell party for Dillon will be held on Thursday Sept 2 and a Statement from the Board about Dillon's tenure will be shared with the community.

**VIII. Public comment**

- a.** Opportunity for the public to address the Board.
  - i.** Gloria reported that a visitor commented that posting the value of the book on receipts is a good idea.

**IX. Next Meeting:** Wednesday, September 22, 2021 at 7: pm.

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