Portage Lake District Library  
58 Huron Street, Houghton, MI 49931  
Board of Trustees Meeting  
Minutes – corrected  
Wednesday, August 24, 2022

I. Call to order and Roll Call

   a. Meeting called to order at 7:00 pm. A quorum was present.
   b. Members present: Meha Chiraya, Jennifer Donovan, Bob Kinnunen,  
      Gloria Melton, Lora Repp, Tom Suchenek
   c. Members absent: Sylvia Matthews,
   d. Staff present: Katrina Linde-Moriarty

II. Public comment

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

III. Additions to the Agenda

   a. None

IV. Approval of the Board Meeting Minutes for June 2022 as corrected. Jenn moved.  
   Bob seconded. Motion approved.

V. Reports

   a. Director
      i. Announcements
         1. Pier is open and is very busy!
         2. LEAP free library cards are underway with HPTS for every student  
            outside our services area.
      ii. Stats/Data
          1. Katrina presented July statistics.
      iii. Finance Information: Waiting for accountants to finish year-end reports.
      iv. Programming
          1. Summer Reading Program was a success with 325 participants.
          2. Ranger Days returned and registration filled up within 2 days.
      v. Continuing Educations/Meetings
          1. Director attended 13 General Meetings, 5 Committee Meetings, 1  
             Webinar.
      vi. Incidents at the Library/Requests from Public:
          1. Incident report files about youths throwing rocks and debris onto  
             the library’s roof and side of the building.
      vii. Current Projects
          1. Policy Committee: Developing and reviewing current policies such
2. Redesign Project: Carpet is being evaluated and timelines adjusted for Spring implementation.
3. HSPL Contract Renewal: Presented to the Hancock Public Schools Board of Education. The Board of Education will hopefully vote on the contract at their next meeting.

viii. Horizon
   1. New Programming Series planned for Fall: Book clubs, craft clubs, makerspace demos, and the like. Reconnecting with community partners to bring their meetings back to the library.

VI. Old Business
   a. Hancock Public Library Contract Renewal Update
      i. See 3. in Director’s Report.
      ii. Discussion.

   b. Library Redesign Update
      i. See 7. b. in Director’s Report
      ii. Discussion

VII. New Business
   a. Covid Plan & Policy Update
      i. Katrina reached out to other libraries about Covid Policies. Most are adhering to CDC Guidelines. She suggests a motion to adopt the CDC Guidelines and to guarantee Staff wages when required to self isolate
      ii. Discussion.
      iii. Tom moved and Bob seconded. Approved.

   b. Revise the Unattended Children and Youth Safety Policy
      i. Discussion.

   c. Revise the PLDL Board Bylaws
      i. Katrina presented the changes.
      ii. Discussion.
      iii. Action will be taken at the September meeting.

VIII. Public comment
   a. Opportunity for the public to address the Board.
      i. No public present.

IX. Next Meeting: Wednesday, Sept 28, 2022 at 7 pm.
Adjournment at 7:44 pm.