

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

- as Unattended Child Policy, Board Bylaws, and Display Policy.
- 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^[SEP]

- 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.^[SEP] Approved.
- b. Revise the Unattended Children and Youth Safety Policy
 - i. Discussion.
 - ii. Bob moved. Gloria seconded. Approved.
- 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.