I. Call to order and Roll Call

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

II. Additions to the Agenda

a. Facilities Planning Proposals


IV. Reports

a. Director

i. Dillon presented the statistics for cardholders, program attendance, and collections for January 2020.

ii. The Library’s annual all-staff training on February 13 went very well. It focused on the development of our customer service philosophy and explored role-playing as a structure for recurring training when dealing with difficult patron interactions.

iii. An update on the Charlie Cart, a mobile kitchen to be used for Biblio Bistro and other library programs: the Portage Health Foundation will actually purchase and own this equipment, and make it available to PLDL for various programs and events.

iv. Our annual fund campaign has raised about $18,000, so far, for library programs and collections or about 60% of our fiscal year-end goal.

v. Dillon is preparing to apply for two LSTA mini-grants for this summer. PLDL is applying for $2,000 to help purchase Junior and Young Adult books that pair well with Dr. Mona-Hanna Attisha’s Great Michigan Read selection, What the Eyes Don’t See. HSPL may apply for $2,000 to replace the four aging public computers in the library. If the school decides to replace them, Dillon and Boni will apply for something else.

vi. We are planning to apply for the LSTA’s medium sized grant program this year on behalf of HSPL. These are competitive grants for which we
can request up to $25,000 for a year-long project. Dillon is working with Boni and the school superintendent on ideas for funding a project in partnership with the school.

vii. The Portage Health Auxiliary has an upcoming spring grant cycle that we’ll explore for funding projects at PLDL and HSPL.

viii. The Portage Health Foundation has a small grants program open right now that we’re considering applying for.

ix. Dillon is currently working on a budget, curriculum, and purchasing supplies for two late-summer programs this year, Rabbit Island School and Rad Academy. The Youth Advisory Council of the Keweenaw Community Foundation will also have grants available.

x. Dillon is still waiting for a third proposal from an architect for us to consider ahead of any plans for redesigning spaces in the library.

xi. Jennifer and Dillon have begun work on an amended year-end budget and a budget for the next fiscal year. We are considering some new employee benefits: retirement planning options for both full and part-time staff, discounted SDC passes sponsored by the library, and an employee payroll deduction.

a. Treasurer
   i. Jennifer reported on the November statement. Contractual fees have been received from Hancock. Non-resident fees come in January. Overages in expenditures are small.

II. Old Business
   a. Facilities Planning Proposals
      i. Dillon presented a new proposal from a firm in Ohio. They request a budget before consulting.
      ii. The unassigned fund balance is the amount that would be available for the facility. Discussion.
      iii. Dillon will have more information after work on next year’s budget.

III. New Business
   a. Holiday Schedule
      i. Fourth of July is on a Saturday this year. The federal holiday will be observed on Friday. It is suggested that Library be closed both Friday and Saturday.
      ii. Sylvia moved. Bob seconded. Motion approved

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

V. Next Meeting: Wednesday, March 25, 2020 at 7:00 pm.
VI. Adjournment at 7:28 pm.