

Portage Lake District Library  
58 Huron Street, Houghton, MI 49931  
Board of Trustees Meeting  
Minutes – Corrected  
Wednesday, February 26, 2020

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

III. Approval of the Board Meeting Minutes for January 2020. Bob moved. Joan seconded. Motion approved.

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.