

**Portage Lake District Library**  
**58 Huron Street, Houghton, MI 49931**  
**Board of Trustees Virtual Meeting**  
**Minutes – Corrected**  
**Wednesday, January 27, 2021**

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

- a. Meeting on Zoom called to order at 7pm
- 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, Jennifer Miller
- e. Public present: none

**II. Additions to the Agenda**

- a. All public attendees will be given time to speak during Public Comment but will be muted until then.

**III. Approval** of the Board Meeting Minutes for November 2020 as corrected. Bob moved. Joan seconded. Motion approved.

**IV. Reports**

**a. Director**

- i. Dillon presented and explained the statistics for November and December.
- ii. The PLDL building reopened to the public on Monday, December 21 with regular hours, after MDHHS issued a relaxed Epidemic Order.
- iii. Our new Winter Reading Program has about 60 participants so far. Patron's who finish the program are rewarded with a Winter Reading coffee mug.
- iv. Our Program Coordinator, Michael Stanitis, collaborated with MTU's Rozsa Center on their new Smart Art Bites series for children and educators, K-5. You can find the educational video series on our website.
- v. The Hancock Library's new media lab is nearly ready for use. At this point we are waiting on the school's IT staff to help us install some of the software needed to use technology in the room.
- vi. Dillon is working with Michael Stanitis to develop a web series on media literacy for adults. We are looking for collaborators with expertise in journalism, digital literacy, data and information sharing, to contribute to the project.
- vii. Our annual state aid report has been completed and submitted to the state. Completing this report ensures we receive our annual share of

state aid and penal fine revenues. Penal fines from Chassell will be put in an escrow account.

- viii. We normally host an in-person, all-day staff-training event in February of every year, but Dillon is approaching the event differently this year.
- ix. This year we will not have a single event for professional development, and instead staff will attend/view a selected webinar every month, with opportunities for group discussion after the fact via email or other virtual chat.
- x. Our Circulation Manager, Susan Autio, and Dillon will begin carrying out our annual staff evaluations in February, with the intent to wrap up the process in March.
- xi. The Superiorland Library Cooperative is now part of an agreement with three other cooperatives across the state to share access to our Overdrive/Libby collections. Our collection previously held 15,000+ titles now has over 100,000 titles.
- xii. In February our digital magazine collection, RBDigital, will migrate to Libby/OverDrive, our primary digital catalog of eBooks and digital audiobooks. This is the result of a merger between the two companies, and will make it easier for our patrons to access this digital content in one place.
- xiii. In January we received a \$2,500 donation from a private donor at the Portage Health Foundation. The donor has requested that these funds be used for youth literacy programming. Dillon will keep the Board informed about plans.

#### **b. Financial Report**

- i. Jennifer reported on the Financial Statements.
- ii. Property taxes have come in since the November statement, so we are on track there.
- iii. Non residential fees are down and will probably trend downward for the rest of the year. There are fewer open days, fewer people in the building, fewer people renewing cards.
- iv. In Expenditures, we have spent less in almost every single area under the Administration budget on such things as library promotion, newsletters, legal fees, office supplies, etc.
- v. Materials and Processing, we will be under budget in Materials and Processing for the rest of the year.
- vi. Rent is billed at the end of the fiscal year.

#### **V. Old Business**

- a. Building Renovation Planning
  - i. Joan, Tom, and Bob are on the Committee. They have been meeting in person and via e mail.
  - ii. The fund balance has \$344,000 in uncommitted funds available for this

project.

- iii. The project could be done in phases.
- iv. Dillon and Jennifer are looking into fundraising for renovation.
- v. Priorities include an additional closed door space for staff, another closed door meeting space for the public, relocating public computers to a quieter space in the building, a creative solution to minimizing noise in the children's area which has a children's bathroom so relocation will be difficult, individual or small group closed door space, replacing furniture in public spaces for more flexible use, mobile shelving units, and re-carpeting public spaces.
- vi. Dillon is investigating references of two companies being considered before making a decision.
- vii. Dillon will have a recommendation and a proposed budget at the February meeting.
- viii. Discussion.

#### **VI. New Business**

- a. Annual Audit
  - i. Dillon reported on the Annual Audit which has been submitted. A note will be attached about the erroneous inclusion of Chassell.
  - ii. Tom Moved. Joan Seconded. Approved.
- b. MERS Adoption Agreement Addendum
  - i. Jennifer explained about the form required by MERS.
  - ii. Lora moved Gloria seconded. Approved.
- c. Hancock Library Update
  - i. Dillon explained the possible future plans for the Hancock Library.
  - ii. The Board will discuss how to move forward at the next meeting.

#### **VII. Public comment**

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

VIII. **Next Meeting:** Wednesday, February 24, 2021 at 7:00 pm.

IX. **Adjournment** at 8:25 pm.