

Portage Lake District Library  
58 Huron Street, Houghton, MI 49931  
Board of Trustees Meeting  
Minutes – corrected  
Wednesday, June 26, 2019

I. Call to order and Roll Call

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

II. Additions to the Agenda

- a. none

III. Approval of the Board Meeting Minutes for May 2019 with corrections. Joan moved. Lora seconded. Motion approved.

IV. Reports

- a. Director
  - i. Dillon presented the statistics for cardholders, program attendance, and collections for May.
  - ii. We are nearly through our first full year of being fine free. So far, we are seeing an 8% increase in library card sign ups, while overall circulation has remained almost exactly the same. Our 2018-2019 budget did see a decrease in the print materials budget of 12%.
  - iii. Last Saturday was our Summer Reading Program kickoff event. We have signed up 175 children, teens, and adults.
  - iv. The Rabbit Island program received a grant of nearly \$4000 in late May. This year, grant funding allows us to purchase many island camping supplies that we can use for the next several years.
  - v. This month, Dillon gave presentations to the Hancock School Board and the Hancock City Council, updating them on our work on the Hancock School Public Library. Both presentations were very well received. Dillon summarized current statistics for the Board. Tom is working on a grant to update the Meeting Room at the Hancock Library.
  - vi. State Librarian Randy Riley and the new Midwest Collaboration for Library Services (MCLS) Executive Director, Scott Garrison visited PLDL

this month to learn about our current service priorities, collaborations, and how MCLS can serve our needs.

- vii. July 1 marks the official start date of our Strategic Plan. Library Staff have already begun to organize their work-load in small teams for the first year's activities. Dillon will give quarterly strategic plan updates to the Board going forward.
- viii. Dillon will be on vacation June 27 – July 11. He will be back to work in the Library on Friday, July 12, then gone for a week to administer the Rabbit Island program.

b. Treasurer

- i. Jennifer Miller gave the Treasurer's Report
- ii. For May, Revenues will reflect one more state aid payment. Penal fines come in July.
- iii. Expenditures are over budget on Personnel, which moved from Administration due to the accountant recommending changes in how things are categorized.

V. Old Business

a. Director Evaluation Process

- i. Jenn referred to the summary of the Personnel Committee and its recommendation for salary increase of 5 % this year.
- ii. Bob moved. Joan seconded. Approved.

VI. New Business

a. Circulation Policy Amendment

- i. Dillon requested changing the loan period from 1 to 2 weeks for magazines and DVDs
- ii. Lora moved. Sylvia seconded. Approved

b. 2018-2019 Budget Amendments

- i. Dillon explained the redistribution of the revenues and expenses for the Hancock Library. Discussion.
- ii. Joan moved. Lora seconded. Approved

c. 2019-2020 Budget Amendments

- i. Dillon explained the adjustments to the revenues and expenses to the budget. Discussion.
- ii. Bob moved. Sylvia seconded. Approved.

d. Michigan Library Trustees Manual

- i. Discussion of Chapters 4 – 7 of the Michigan Library Trustees Manual.
- ii. For the August Meeting, the Board will read Chapters 8 - 11.

e. Board Vacancy

- i. Recruitment of a new Board Member to replace Christopher Archer.

ii. Dillon will advertise the vacancy.

VII. Public comment

a. Opportunity for the public to address the Board.

i. No public present.

VIII. Next Meeting: Wednesday, August 21, 2019 at 7: pm.

IX. Adjournment at 7:40 pm.