

**Portage Lake District Library**  
**58 Huron Street, Houghton, MI 49931**  
**Board of Trustees Meeting**  
**Minutes – corrected**  
**Wednesday, June 23, 2021**

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

- a. Meeting called to order at 6:30 pm
- b. Members present: Jennifer Donovan, Bob Kinnunen, Sylvia Matthews, Lora Repp, Joan Suits, Tom Suchenek
- c. Members absent: Gloria Melton
- d. Staff present: Dillon Geshel
- e. Public present: none
- f. Guests: Janet Nelson and Rob Cullin, from ReThinking Libraries

**II. Rethinking Libraries Engagement Session**

- a. Rob Cullin introduced their program.
  - i. Sense of the community
    - 1. Library as community center
    - 2. Millage situation
  - ii. Community perception of the Library
    - 1. Something for everyone
    - 2. A place for books
    - 3. Anti tax mentality
  - iii. The community's needs of the library
    - 1. More meeting space
    - 2. Quiet space
    - 3. Comfortable space
    - 4. Work spaces
    - 5. Informational programs
    - 6. Traditional library
    - 7. Equity, Diversity and Inclusion
  - iv. Myth busting
    - 1. No preference for digital vs. audio vs. print
    - 2. Some non-fiction is better in digital format
    - 3. DVDs will probably be gone in a decade
  - v. Circulation Issues
    - 1. More out facing shelves equal higher circulation
    - 2. Browser bins increase circulation
    - 3. Other collections
      - a. Sharing concept
      - b. Space issues

4. Services and Space
  - a. Range of Ages
  - b. Shelves/furniture on casters
  - c. Passive programming
  - d. Flexible/Multi-purpose spaces
  - e. Quiet space
  - f. Maker space
  - g. Meet community needs
  - h. Meeting space for small groups
  - i. Study space
  - j. Outdoor space
  - k. Seasonal entrance on the water
  - l. Storage
- vi. Outreach
- vii. Collaboration and Partnerships
- viii. Community Awareness/Connections
- ix. Friends of the Library
- x. Budget Exercise
- xi. Discussion

### **III. Additions to the Agenda**

- a. None

IV. **Approval** of the Board Meeting Minutes for May 2021 as corrected. Jenn moved. Bob seconded. Motion approved.

### **V. Reports (omitted this month)**

- a. Director
- b. Financial Report

### **VI. Old Business**

- a. None

### **VII. New Business**

- a. Annual Director Evaluation
  - i. Jenn, Joan, and Sylvia presented the Personnel Committee Report
  - ii. Bob moved. Sylvia seconded. Motion approved<sup>[1]</sup><sub>SEP</sub>
- b. Amended Joint Venture Agreement with Hancock
  - i. Dillon presented the extension to the Agreement.
  - ii. Joan moved. Tom seconded. Motion approved.
- c. 2021-2022 PLDL Budget
  - i. Dillon went over the changes in the budget.
  - ii. Jenn moved. Bob seconded. Motion approved.
- d. Pandemic Policy Amendments

- i. Dillon presented Phase 3 Plan & Policy: Initial Opening to Public which needs to be rescinded, Pandemic Related Meeting Room Rules which needs to be adopted (temporarily until the end of August), and the Covid-19 Exposure Prevention, Preparedness and Response Plan which needs to be amended according to OSHA.
  - ii. Discussion. Joan moved. Bob seconded. Motion approved.
- e. Resolution to Establish Endowment
  - i. Dillon explained the Resolution and the Endowment Program. [L] [SEP]
  - ii. Discussion. Jenn moved. Tom seconded. Motion approved. [L] [SEP]

**VIII. Public comment**

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

IX. **Next Meeting:** Wednesday, August 25, 2021 at 7: pm.

X. **Adjournment** at 8:33 pm.