

Portage Lake District Library
58 Huron Street, Houghton, MI 49931
Board of Trustees Meeting
Minutes – corrected
Wednesday, June 29, 2022

I. Call to order and Roll Call

- a. Meeting called to order at 7:00 pm. A quorum was present.
- b. Members present: Meha Chiraya, Jennifer Donovan, Bob Kinnunen, Sylvia Matthews, Gloria Melton, Lora Repp, Tom Suchenek
- c. Members absent: none
- d. Staff present: Katrina Linde-Moriarty, Jennifer Miller

II. Public comment

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

III. Additions to the Agenda

- a. None

IV. Approval of the Board Meeting Minutes for May 2022 as corrected. Jenn moved. Bob seconded. Motion approved.

V. Reports

- a. **Director**
 - i. Announcements
 - 1. Pier project continues. Public access to the pier around the library potentially soon!
 - 2. One new intern and 3 new volunteers have begun at the library.
 - 3. Discussion about reimbursement for staff background checks which cost \$60.
 - 4. Two new employees will be hired shortly to fill our Substitute Library Assistant and Library Page positions.
 - 5. The IT team from Superiorland updated computers and we now have wireless printing at the library. Our chromebooks should be circulating soon as well but we are waiting on a piece of software.
 - ii. Stats/Data
 - 1. Katrina presented the statistics for April and May.

- iii. Finance Information: 22-23 Budget work is complete and 21-22 budget has been amended.
 - iv. Programming
 - 1. SLP and Summer Yoga series continues
 - v. Continuing Education/Meetings
 - 1. Director attended 16 community and professional meetings and 2 webinars.
 - vi. Incidents at the Library/Requests from Public
 - 1. Incident report documents a challenge of the June display at the Hancock Public Library.
 - 2. Discussion.
 - 3. Incident report documented a patron's hand injury involving hot glue at the Puppet Workshop.
 - vii. Current Projects
 - 1. Policy Committee: Developing and reviewing current policies.
 - 2. Resdesign Project: Evaluating carpet samples and securing dates for carpet installation and redesign in the Fall.
 - viii. Horizon
 - 1. Fall: Hancock contract renewal. Dillon has offered to assist with the negotiations.
- b. Financial
 - i. Jennifer presented the finances. We ended the May in good shape. More information under Old Business: Budget.
 - c. Budget Committee
 - i. Tom reported that the Committee met twice and went over the budget.
 - d. Personnel Committee
 - i. Jenn reported that the Committee met.
 - e. Policy Committee
 - i. The Committee will meet July 14 at 10.

VI. Old Business

- a. 2022-23 Budget
 - i. Revenue
 - 1. Property Taxes have gone up which means that our millage allotment is also up.
 - 2. Contractual Fees with the Hancock School District will be negotiated

- soon.
- 3. Non Resident Fees have been trending up due to the end of the pandemic.
- 4. General Contributions will be more actively solicited during the holiday season.
- ii. Expenditures
 - 1. Personnel Committee and the Director recommend an 8.5 percent increase based on the rate of inflation.
 - 2. Administration is lower due to contractual fees.
 - 3. Programming is decreased since we are supplementing with grants.
- iii. Building funds reflect the carpet replacement and meeting room construction.
- iv. Discussion.
- v. The Budget Committee recommends approval of both the Amended Budget and Proposed Budget.
- vi. Bob moved and Jenn seconded to approve the amended budget. Approved.
- vii. Sylvia moved and Gloria seconded to approve the 2022/23 Budget. Approved.
- b. Redesign Update
 - i. Redesign is projected for October with new carpet with some “zoning” with color. Carpet squares will eliminate the carpet bubbling. More reports in the future. The Staff Area will go away. Staff will meet in the new Meeting Rooms. Discussion.

VII. New Business

- a. 2022-23 Staff Raises
 - i. Katrina presented the proposed Staff Raises of 8.5%.
 - ii. Discussion.
 - iii. Tom moved. Bob moved. Approved.
- b. Hancock Public Library Contract Renewal
 - i. Katrina gave some background about the Contract.
 - ii. The Board requested information about the number of cardholders.
 - iii. Discussion.
 - iv. Dillon will accompany Katrina for the negotiations.

VIII. Public comment

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

IX. Next Meeting: Wednesday, July 27, 2022 at 7 pm.

X. Adjournment at 8:45 pm.

