

Portage Lake District Library
58 Huron Street, Houghton, MI 49931
Board of Trustees Meeting
Minutes – corrected
Wednesday, March 27, 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, Tom Suchenek, Joan Suits
- c. Members absent: Christopher Archer
- d. Staff present: Dillon Geshel, Jennifer Miller, Michael Stanitis
- e. Public present: Stacey Brown

II. Opportunity for Public to Address the Board

- a. Stacey Brown, Pharmacist, is concerned that the library not remove controversial material. Discussion.

III. Additions to the Agenda

- a. None

IV. Approval of the Board Meeting Minutes for February 2019 with corrections. Bob moved. Joan seconded. Motion approved.

V. Reports

- a. Director
 - i. Dillon presented the statistics for Cardholders, Program Attendance, and Collections for February.
 - ii. On March 14, the library was closed for an all-day staff training event. Half of the day focused on active shooter scenario and response. Jennifer is helping to apply what was learned to a draft of an active shooter response policy.
 - iii. This week, we published a press release promoting the Rabbit Island School project and made the application guidelines available as well. We will accept applications for full scholarships through April 28.
 - iv. We received a mini-grant of \$250 from the Michigan Center for the Book, which will allow us to purchase some new picture books for the Hancock School Public Library.

- v. The Hancock library's open house and book sale raised about \$450, which is right in line with what PLDL usually makes at their book sales. Those funds will be used to replace worn or damaged books that are still in high demand.
- vi. Our completed strategic plan is being printed. We will do a small run, and print more this summer when we can have better outdoor photos taken of the building. The strategic plan is currently available on our website, featured on the "Our Mission" page.
- vii. On Friday, April 13, we will host a Strategic Plan Launch Party at 1pm in the library's community room. Print copies of the plan will be available, and we will have refreshments as well. Please consider joining us to share the plan with our community.
- viii. Tomorrow, Dillon will be participating in MTU's Return of the Alumni event, an all-day event featuring Humanities graduates for panel discussions, networking and video interviews with career services to be used for promotional services. He's excited to talk about PLDL and his journey here.
- ix. We are currently hiring for the position of library assistant at the Hancock library. Lauren Utykanski, who started in November in Hancock, has accepted full-time work with the National Park Service.
- x. Dillon sent a letter to the Houghton-Portage Township Schools Superintendent, expressing interest in a program in which we issue library cards to students. He has not heard back but will plan on attending the April School Board meeting.

b. Treasurer

- i. Jennifer summarized the Treasurer's Report for January and February. Property Tax Revenues have just come in for this fiscal year. There was less non-resident fee revenue because fewer out of district families than anticipated have purchased cards. Discussion.
- ii. Personnel has an overage because we had not filled positions.
- iii. Materials and Processing is over budget and Jennifer is addressing that.
- iv. Dillon reported that new carpets are on hold and the HVAC work may not happen this fiscal year. Discussion.

VI. Old Business

a. Strategic Plan Timeline

- i. Dillon presented a Timeline of staff assignments for implementing the Strategic Plan for 2019, 2020, and 2021. Discussion.

VII. New Business

- a. Budget Committee Work
 - i. The Committee, Tom, Joan, and Chris, will need to meet in April.
- b. The Book Bike will debut at the Kiwanis Family Fair on April 14.
Discussion.

VIII. Next Meeting Wednesday, April 24, 2019 at 7pm

IX. Adjournment at 7:45 pm