

Portage Lake District Library
58 Huron Street, Houghton, MI 49931
Board of Trustees Meeting
Minutes – draft
Wednesday, March 22, 2023

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 (on Zoom)
- c. Members absent: none
- d. Staff present: Katrina Linde-Moriarty

II. Public comment

- a. Opportunity for the public to address the Board
- b. Public Present: two members of the public present

III. Additions to the Agenda

- a. Jenn reported on the Copper Beacon article

IV. Approval of the Board Meeting Minutes for February 2023. Jenn moved. Sylvia seconded. Motion approved.

V. Reports and Committee Business (as needed)

- a. Director's Report
 - i. Announcements/News
 - 1. Awarded a grant from Keweenaw Community Foundation
 - a. They will sponsor the 12,200 Meeting room (\$12,200). Formal announcement to follow
 - 2. New paint has been well received
 - 3. Our substitute library assistant has changed position to an evening library assistant
 - ii. Stats/Data
 - 1. Katrina presented the statistics for February
 - iii. Finance Information
 - 1. January Report
 - 2. PLDL Endowment Distribution of \$1,538.53
 - a. Discussion
 - b. Jenn moved. Bob seconded. Approved to keep the distribution amount in a spending account.
 - iv. Programming
 - 1. Planning for summer is well underway

2. Four programs planned for Spring Break
3. Partnership with IPEC speakers and book series successful!
- v. Continuing Education/Meetings/Personnel
 1. Director Meetings: 12 Staff Meetings, 2 Webinars, and 5 Partnership Meetings
 - a. Director completed annual staff evaluations with direct reports
 2. New Evening Library Assistant position created and filled
 3. Hiring a new Substitute Library Assistant
- vi. Incidents at the Library/Requests from Public
 1. Two weather related Closures: February 23 and March 17
- vii. Current Projects
 1. Redesign Project
 - a. Painting mostly completed. Work will finish during closure.
 - b. Electrical prep begins in April
 - c. Final furniture selections for Phase 1 underway
 2. Website Redesign
 - a. Draft of new front web site page previewed to Board
 - b. Discussion
- viii. Horizon
 1. Board officer elections and committee appointments at April Meeting
 2. Budget presentation in May, public hearing and vote in June
- ix. Letter from MLA to Eric Waara about the WalMart lawsuits.
 1. Discussion

b. Policy Committee

i. Meeting Notes: March 22

ii. Meeting Room Policy has been revised. Will be sent to the attorney and voted on in the future.

VI. Old Business

a. Library Redesign Update

VII. New Business

a. PLDL Wages during May 8 – 20 Redesign Closure

i. Katrina wants to fill staff time during the closure.

ii. Bob moved. Meha seconded. Approved.

VIII. Public comment

a. Louise Hiltunen said that she is glad to see the Board working so hard for the library.

b. Cindy Barth asked how the public can attend Board Meetings on Zoom.

IX. Next Meeting: Wednesday, April 26, 2023 at 7: pm

X. Adjournment at 7:55 pm.

