

Portage Lake District Library
58 Huron Street, Houghton, MI 49931
Board of Trustees Meeting
Minutes – corrected
Wednesday, May 26, 2021

I. Call to order and Roll Call

- a. Meeting called to order at 7:00 pm
- b. Members present: Jennifer Donovan, Sylvia Matthews, Gloria Melton, Joan Suits, Tom Suchenek
- c. Members absent: Bob Kinnunen, Lora Repp,
- d. Staff present: Dillon Geshel, Jennifer Miller
- e. Public present: none

II. Additions to the Agenda

- a. Director's Evaluation

III. **Approval** of the Board Meeting Minutes for April 2021 as corrected. Joan moved. Gloria seconded. Motion approved.

IV. Reports

a. Director

- i. Dillon presented and explained the statistics for April.
- ii. Jennifer Miller and Dillon are working on a budget for the next year. They will present it for approval at the regular June meeting.
- iii. As a result of updated guidance issued from the CDC, we are no longer quarantining returned library materials. The Michigan Room will be available again for public use in the near future.
- iv. Our Summer Reading Program will kick-off on June 26, with pre-registration available online on June 19. Our June 26 kick-off will include some outdoor, socially distanced activities for participants.
- v. A new digital resource will be available at PLDL next month. LinkedIn Learning offers video courses taught by industry experts in software, creative, and business fields. Library cardholders will have access to professional skill building content that includes over 16,000 courses.
- vi. We are still accepting applications for this summer's Rabbit Island School through end-of-day Friday. Applicants must submit a letter of interest and a letter of support from a mentor, boss or teacher.
- vii. The library's attorney is drafting a Gifts and Donations Policy for the library, as well as an Endowment Program Policy. This will make sure we are able to address major gifts and outline the purpose of those funds, how they may be restricted, etc.

b. Financial Report

- i. Jennifer reported that we are still expecting our state aid and penal fines. Expenditures continue to come in under budget. The building budget looks as if we are over budget but this is due to how the lease payment is entered into QuickBooks as if we make 12 payments. When it is paid all at once it will self correct by the end of the fiscal year.

V. Old Business

a. Rethinking Libraries Update

- i. Dillon had a Zoom meeting last week to talk about next steps. A team of library staff, including Michael and Andra, join Dillon on the Project Team. There is a checklist for Dillon. Janet and Rob from Rethinking Libraries will attend the Board Meeting in June. They will also meet with the Staff and hope to meet with stakeholders.

VI. New Business

a. Amended Budget Draft

- i. Joan and Tom met with Dillon on changes in the budget. Dillon explained them. Most are downward adjustments, probably due to the pandemic. Tom moved. Joan seconded. Approved.

b. Phase 3 Plan & Policy Amendments

- i. Dillon presented the Phase 3 Plan and Policy Amendments. They include changes to the mask policy. Gloria moved. Sylvia seconded. Approved.

c. Workplace Preparedness Plan Amendments

- i. Dillon explained the revisions to the Plan. Discussion. Tom moved. Joan seconded. Approved.

d. Director Evaluation

- i. Staff and Board copies of the Director Evaluation have been distributed and are due by the end of the month. The Personnel Committee will meet before the next Board Meeting
- ii.

VII. Public comment

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

VIII. **Next Meeting:** Wednesday, June 23, 2021 at 6:30 pm.

IX. **Adjournment** at 7:39 pm.