

**Portage Lake District Library**  
**58 Huron Street, Houghton, MI 49931**  
**Board of Trustees Virtual Meeting**  
**Minutes – Corrected**  
**Wednesday, November 25, 2020**

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

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

**II. Additions to the Agenda**

- a. All public attendees will be given time to speak during Public Comment and will be muted until then.

III. **Approval** of the Board Meeting Minutes for October 2020 as corrected. Bob moved. Gloria seconded. Motion approved.

**IV. Reports**

**a. Director**

- i. Dillon presented and explained the statistics for October.
- ii. The PLDL building is closed to the public and will remain so for the duration of the MDHHS Epidemic Order. Library staff are still here Monday – Saturday to provide curbside services. All staff are working limited in-person hours and are provided with remote work opportunities to ensure they do not lose any of their regularly scheduled hours.
- iii. The Friends of the Library hosted a grab-bag book sale this month, and raised about \$250 so far. We may begin promoting the sale of remaining grab-bags during curbside services.
- iv. We are preparing to launch a new Winter Reading Program for adults, teens and junior level readers next month. The program will focus on water resources, and provide free copies of a Junior, Young Adult, and Adult book for participants. Those who finish the program will take home a PLDL Winter Reading coffee mug.
- v. Library Assistant Catie Gardner has been working with our Program Coordinator, Michael Stanitis, to develop short video tutorials on digital library resources. Tutorials on using Libby, InterLibrary Loan, Hoopla and more will be available on our website and social media pages soon.

- vi. The Hancock Library's new media lab is coming together. The room has been cleaned out and we are now in the process of setting up new tables, chairs, and technology. Our goal is to have it available for use by Monday, December 21.
- vii. Dillon is preparing some budget amendments for us to address in the New Year. An employee who previously opted out of health insurance will be enrolling effective January
- viii. Due to the dark store tax loophole that allows WalMart to request a lower taxable value, we anticipate losing some millage revenue over the next several years. Anticipating about \$3,000 in millage revenue lost annually, plus two years prior.
- ix. Dillon is starting to work on our annual state aid report for both PLDL and the Hancock Library, and plan to submit in early December.

**b. Financial Report**

- i. Jennifer reported on the Financial Statements for August, September, and October. Non-resident fees continue to come in at a fair rate.
- ii. We are tracking grant revenue and expenditures.
- iii. We are under budget on Materials and Processing because new materials are not coming in.
- iv. Rent has not yet been paid for this year.

**V. Old Business**

- a. Library Director Bonus
  - i. Discussion about approval contingent on the attorney's approval.
  - ii. Jenn will reach out to the Accountant.
  - iii. Holiday bonuses for the Staff do not require Board Approval. They are included in the Budget and based on hours.

**VI. New Business**

- a. Trustee Workshop
  - i. Jenn and Bob attended two sessions. Tom attended one.
  - ii. Jenn provided a link to the webinar.
  - iii. Tom mentioned the need for a specific e mail for the Board on which Board members will communicate. Library business needs to be done on library e mails. Dillon will look into this.
  - iv. Gloria inquired about an Oath of Office. Discussion.
- b. Library Redesign Project
  - i. Dillon attended a library design workshop online.
  - ii. Flexibility is key in redesign projects.
  - iii. The next fiscal year budget might contain funds for redesign.
  - iv. The Board will consider redesign proposals in Jan.
  - v. Gloria asked about references. Dillon will inquire.
- c. Remote Work Policy

- i. Dillon presented the Remote Work Policy.
- ii. Bob moved. Laura seconded. Adoption approved.

**VII. Public comment**

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

VIII. **Next Meeting:** Wednesday, January 27, 2021 at 7:00 pm.

IX. **Adjournment** at 7:43 pm.