

58 Huron Street, Houghton, MI 49931  
Board of Trustees Virtual Meeting  
Minutes – Corrected  
Wednesday, October 28, 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, Lora Repp, Joan Suits, Tom Suchenek
- c. Members absent: Gloria Melton
- 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 but will be muted until then.

III. Approval of the Board Meeting Minutes for August 2020 as corrected. Tom moved. Lora seconded. Motion approved.

IV. Reports

- a. Director
  - i. Dillon explained and presented the statistics for August and September.
  - ii. We wrapped up our annual Summer Reading Program, Read for Relief, in early September. Program participants logged 7,603 hours of reading over the course of the 10-week program. \$4,812 was raised for PLDL and HSPL. The Portage Health Foundation will match the \$4,812 and distribute it evenly to our selected Read for Relief non-profits. Check presentation photo op coming soon.
  - iii. Last week, we shared our final episode of Biblio Bistro of the season. This year the program included 6 episodes, uploaded to YouTube, Instagram, and Facebook, and included print and digital recipe cards for participants. The Portage Health Foundation has been a great partner, providing the video equipment, editing, and funding for the program.
  - iv. We began offering virtual meeting rooms for checkout in August, and they have been getting some use over the past couple of months. We have 6 different groups or individuals who are currently using the service, for monthly or weekly meetings and presentations.
  - v. Our Great Michigan Reads event, hosted in October in collaboration with Michigan Tech, had 150 participants. Michael Stanitis did an excellent job recruiting partnering organizations for this program,

which really helped to further promote the event and make it an all-around excellent author talk and Q & A.

- vi. Library patrons can now register and participate in our 1,000 Books Before Kindergarten program online, using our subscription to the Beanstack App. Paper registration and log forms are also still available at the library.
- vii. The Friends of the Library are planning a “grab bag” book sale for early November. Participants can donate \$10 to the Friends group, and receive a bag of 10 used books on a given genre. We’re accepting donations for this program at PLDL this week only.
- viii. In September, we made a change to our Chromebook lending policy to allow users to now take those devices home for two weeks at a time. Previously, they were only available for in-library use.
- ix. The Hancock School Public Library has been collaborating with the Kent District Library to promote their statewide writing contest, Write Michigan. The program always sees less participation from Upper Peninsula students and residents, and our hope is we can increase participation in our region while offering a fun program that includes cash prizes for winners.
- x. Joe Daavettila plans to be in the building next week to carry out our annual audit.
- xi. New guidance from the CDC states that it is not common for COVID19 to spread from contaminated surfaces, such as library books. Some libraries in Michigan and across the country are ending the quarantine of returned library materials based on this guidance. Peter Baril at the Health Department offered guidance on the quarantine of returned library materials. Discussion.

b. Financial Report

- i. Jennifer reported on the June statement. Our expenditures of \$24,000 for June of were less and our revenue of \$ 17,311 was more than projected. We received an unexpected amount of \$6,987 from the City due to an audit. We received 95% of expected penal fines. We were unsure about receiving this percentage. We were over budget on Information Technologies due to the purchase of our new server and firewall which cost more than expected.
- ii. The July 2020 statement is the first month of the fiscal year. Revenue hasn't started to come in. It appears that we are over budget on payroll, but there were 3 pay periods in July so that overage will resolve over time.

V. Old Business

- a. None

VI. New Business

- a. New Requirements for Open Meetings Act
  - i. Dillon presented new procedures that need to be adopted. He described the new items.
  - ii. Bob moved. Sylvia seconded. Approved.
- b. Phase Three Reopening Plan Adjustments
  - i. Dillon went through the changes to the Plan. They deal with occupancy and masking and accommodations. Discussion.
  - ii. Lora moved. Joan seconded. Approved.
- c. Makerspace
  - i. The library is still interested in the Makerspace project. It has been put aside because of Covid 19. Dillon attended a session about Makerspace during Covid at the MMLA. Discussion.

VII. Public comment

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

VIII. Next Meeting: Wednesday, November 25, 2020 at 7:00 pm.

IX. Adjournment at 7:54 pm.