

**Portage Lake District Library**  
**58 Huron Street, Houghton, MI 49931**  
**Board of Trustees Meeting**  
**Minutes – corrected**  
**Wednesday, September 28, 2022**

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
- c. Members absent:
- d. Staff present: Katrina Linde-Moriarty

II. Public comment

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

III. Additions to the Agenda

- a. None

IV. Approval of the Board Meeting Minutes for August 2022 as corrected. Jenn moved. Bob seconded. Motion approved.

V. Reports

- a. Director
  - i. Announcements
    - 1. Jeffers Middle School students toured the Library in September
    - 2. Nancy Svacina is shifting from Library Assistant to a substitute role after 19 years of regular service
  - ii. Katrina presented the Statistics for July and August
  - iii. Finance Information: Waiting for accountants to finish year-end reports
  - iv. Programming
    - 1. New Saturday Story time presented by Copper Country Reading Council
    - 2. New Craft and Cricut Monthly Series begun
    - 3. BASIC Classes have returned.
    - 4. Halloween Party returns to the library.
  - v. Continuing Education/Meetings
    - 1. Director attended 10 General Meetings, 5 Committee Meetings, 1 Webinar
  - vi. Incidents at the Library/Requests from the Public
    - 1. Nothing to report
  - vii. Current Projects

1. Redesign Project: Working on timeline, carpet is being finalized: most purchases will be selected by the end of the year. May 1<sup>st</sup> earmarked for renovations
  2. Discussion
  3. HSPL Contract Renewal: School Board will hold a meeting of a committee of the whole ahead of their October meeting when the contract will be voted up
  4. LEAP Card Program: 32 library cards have been created or updated so far
- viii. Horizon
1. Drop boxes will return to the front of the library when the street is completed in October
  2. The City of Houghton is looking for a location for a frost-free water spigot on the northwest corner of the building.
- b. Financial Report<sup>[L]<sub>SEP</sub></sup>
- i. Katrina presented information about May finances. There was a deficit. She expects June will be closer to budgeted amounts. Work is beginning with the auditors. Discussion.

## VI. Old Business

- a. Hancock Public Library Contract Renewal Update
  - i. The next meeting of the Hancock School Board is October 17
  - ii. Katrina attended the Hancock School Board meeting last Monday.
  - iii. People with positive stories are encouraged to share them
- b. Library Redesign Update
  - i. See Director's Report above
- c. Revise the Board Bylaws
  - i. Tom moved. Bob seconded to accept the revisions. Approved.

## VII. New Business

- a. Revise Patron Account Financial Thresholds
  - i. This is a return to original policy from COVID policy
  - ii. Katrina explained the policies
  - iii. Discussion
- b. Revise Material Borrowing Limits by Type
  - i. Katrina explained Circulation Limits and the rationale for revisions
  - ii. Discussion
  - iii. Bob moved. Jenn seconded. Approved the changes.
- c. Training: Review of Re-evaluation of Materials Process
  - i. Katrina presented the Collection Development Policy
  - ii. There is a Staff Selection Committee and a Procedure

iii. Discussion

VIII. Public comment

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

IX. Next Meeting: Wednesday, October 26, 2022 at 7 pm

X. Adjournment at 8:07 pm.