

Portage Lake District Library
58 Huron Street, Houghton, MI 49931
Board of Trustees Meeting
Minutes – approved
Wednesday, January 25, 2023

I. Call to order and Roll Call

- a. Meeting called to order at 7: pm. A quorum was present.
- b. Members present: Meha Chiraya, Jennifer Donovan, Bob Kinnunen, Sylvia Matthews, Gloria Melton, Lora Repp,
- c. Members absent: Tom Suchenek
- d. Staff present: Katrina Linde-Moriarty

II. Public comment

- a. Opportunity for the public to address the Board
- b. Public Present: Staff: Boni Ashburn, Jen Miller, Holly Nemiroff, Andra Ziemnick, Catherine J. Gardner, Susan Autio

III. Additions to the Agenda

- a. None
- b. Approval of the Board Meeting Minutes for November 2022. Sylvia moved. Jenn seconded. Motion approved.

IV. Other Business

- a. General Contractor Bid
 - 1. Katrina reported that several contractors came to a meeting but there was not a lot of information to provide to them. She does have a bid for painting. Discussion.
 - i. Sylvia recommended Dave Bach, a library member and volunteer to give advice before the bidding process.

V. Reports and Committee Business

- a. Director's Report
- b. Announcements/News
 - 1. Two new volunteers working at the Library.
 - 2. Circulating chrome books and new laptops to the public.
 - 3. Raised \$4,400 during End-of-Year Giving campaign.
 - 4. Relocated Young Adult Collection to the MI Room.
- ii. Stats/Data
 - 1. Katrina presented the statistics for November and December

- iii. Finance Information:
 - 1. Finished Annual Report for state.
 - 2. Calculated effect of potential minimum wage increase on budget.
- iv. Programming
 - 1. Planned no school/half day programming through Spring Break.
 - 2. The Winter Reading Program runs through March 11th.
 - 3. Crafting and Cricut programs continue to gain attention.
 - 4. New book club is coming soon
- v. Continuing Education/Meetings
 - 1. Director: 17 Meetings, 2 Webinars, Routine Meetings with Staff
 - 2. Two staff members attending the annual Youth Workshop in Dickinson County
- vi. Incidents at the Library/Requests from Public:
 - 1. Two Weather Related Closures: December 22 – 23rd
 - 2. A patron has been suspended until March
- vii. Current Projects
 - 1. Redesign Project
 - a. Coordinated a request for proposals for a local general contractor.
 - b. Matt from Library Design will conduct a site visit Feb 1 – 2 to finalize our design for Phase 2.
- viii. Horizon
 - 1. Continue preparations for Phase 1 of our redesign project May 2023
 - 2. Researching improvements to our website for better usability for staff and patrons.
- ix. Board Survey
 - 1. Katrina passed around a survey to the Board and reminded members about on line training.
 - 2. She summarized some of the goals and projects coming this year.
 - 3. There will be a survey for users of the Hancock Library.
- c. Financial Report
 - i. None available at this time.

VI. Old Business

- a. PLDL Updated Bylaws 2022
 - i. Lora presented the updated Bylaws.
 - ii. Jenn moved. Bob seconded. Approved.
- b. Library Redesign Update
 - i. Katrina has circulated a digital survey among teens in relation to the Redesign.
 - ii. She is investigating funding options for the next phase.

VII. New Business

- a. 2021-22 Annual Report Presentation
 - i. Katrina presented the Annual Report. It includes PLDL and Hancock. She summarized highlights.
- b. ESTA and Minimum Wage Discussion
 - i. Katrina shared information about the Minimum Wage situation. There is a webinar on Feb 3, which the Board is invited to attend.
 - ii. Earned Sick Time Act
 - 1. Pages and Substitutes do not currently receive Earned Sick Time. Other employees do earn sick time.
 - 2. Minimum wage scales may increase for Pages and Library Assistants. This will impact the budget.
 - 3. Katrina presented a Table with 3 options and explained them.
 - 4. She recommended investigating investing library funds.
 - 5. She advised exploring options and doing research.
 - 6. Discussion.

VIII. Public comment

- a. Opportunity for the public to address the Board
 - Susan Autio read a statement on behalf of the Staff present recommending option 2 or 3.

IX. Next Meeting: Wednesday, February 22, 2023 at 7: pm

X. Adjournment at 8:09 pm.