

Portage Lake District Library
58 Huron Street, Houghton, MI 49931
Board of Trustees Meeting
Minutes – corrected
Wednesday, October 26, 2022

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, Sylvia Matthews, Gloria Melton, Lora Repp, Tom Suchenek
- c. Members absent: Bob Kinnunen
- 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 September 2022 as corrected. Jenn moved. Sylvia seconded. Motion approved.

V. Reports

- a. Director's Report
 - i. Announcements/News
 - 1. Book Drops return to the front of the building.
 - 2. New Substitute Library Assistant hired.
 - 3. Katrina presented the statistics for August and September.
 - 4. Finance Information: Currently working through last year's audit and annual report. She went over the financial reports for June, July, and August.
 - 5. Programming
 - a. Halloween Party returns to the library Thur, Oct. 27th
 - b. Looking for AARP Tax Volunteer for a possible partnership.
 - c. Ongoing craft, cricut, and storytime programs continue.
 - 6. Continuing Education/Meetings
 - a. Director attended the annual MLA Conference and UPRLS Conference
 - b. She reported on topics, issues, possible partnerships, and programs.
 - 7. Monthly Stats: 2 Conferences and 8 Meetings

8. Incident Report: One adult patron has been issued a first and second violation (verbal and written) of our Patron Behavior Policy. Discussion.
 9. More than \$600 in Market Bucks were given out for the Farmers Market.
 10. Current Projects
 - a. Redesign Project: Carpet has been finalized. Working with Library Design on paint colors. A display will be up in the library for the public before Thanksgiving. Meeting with teens on design on their area.
 - b. HSPL Contract Renewal: School board voted unanimously to renew the contract with the addition of Membership fee of \$24 for non-school district residents. Residents within the school district, HPS students and faculty will continue to have free access.
- ii. Horizon
 1. Director begins 6 month check-ins with staff in November.
 2. First Staff Training Day since the pandemic is underway.
 3. Committees will need to meet in the near future.

VI. Old Business

- a. Hancock Public Library Contract Renewal Update
 - i. Katrina reported on issues that the Hancock School Board was concerned about and what is upcoming
 - ii. Discussion
 - iii. The motion was made to accept the Amended Agreement. Tom moved. Jenn seconded. Approved.
- b. Library Redesign Update
 - i. See Director's Report above.

VII. New Business

- a. Staff Training Day - November 3rd Closure
Motion to approve the closure. Gloria moved. Meha seconded.
- b. Snow Removal Contract
 - i. Motion to approve the contract. Tom moved. Jenn seconded. Approved.
- c. Date of November Meeting
 - i. Motion to change the meeting date to November 30. Gloria moved. Meha seconded. Approved.

VIII. Public comment

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

IX. Next Meeting: Wednesday, November 30, 2022 at 7: pm

X. Adjournment at 8:10 pm.