

Portage Lake District Library
58 Huron Street, Houghton, MI 49931
Board of Trustees Meeting
Minutes – corrected
Wednesday, February 22, 2023

I. Call to order and Roll Call

- a. Meeting called to order at 7:01 pm. A quorum was present.
- b. Members present: Jennifer Donovan, Bob Kinnunen, Sylvia Matthews, Gloria Melton, Lora Repp, Tom Suchenek (on Zoom)
- c. Members absent: Meha Chiraya,
- d. Staff present: Katrina Linde-Moriarty

II. Public comment

- a. Opportunity for the public to address the Board
- b. Public Present: none

III. Additions to the Agenda

- a. Katrina added another painting proposal

IV. Approval of the Board Meeting Minutes for January 2023. Gloria moved. Jenn seconded. Motion approved.

V. Reports and Committee Business (as needed)

- a. Director's Report
 - i. Announcements/News
 - 1. Migrating youth collections around to make new tween section and an independent reader section.
 - 2. Working with Tech professor Joe Azzarello on a Solar Panel Feasibility Study
 - ii. Stats/Data
 - 1. Katrina presented the statistics for December/January
 - iii. Finance Information
 - 1. Met with Keweenaw Community Foundation to learn about PLDL's Endowment and future grant opportunities.
 - 2. Began to research investment options for PLDL
 - iv. Programming
 - 1. Half/No school day programs are growing in popularity
 - 2. New Silent Reading Book Club had 10 readers at KBC's Taphouse
 - 3. Winter Reading Program continues to March 11th

- v. Continuing Education/Meetings
 - 1. Director: 7 Meetings, 1 Webinar, and Routine Meetings with Staff
- vi. Incidents at the Library/Requests from Public
 - 1. One Weather Related Closure: January 30th
- vii. Current Projects
 - 1. Redesign Project
 - a. Received guidance from lawyers on which type of funds can be used in fundraising efforts
 - b. Met with Rotary Foundation on a fundraising opportunity
 - c. Received proposals for painting and electrical work
 - 2. Website Redesign
 - a. Contracted with our previous designer, My Web Maestro, to revamp our main page and general design
 - 3. Horizon
 - a. Board officer elections and committee appointments at April's meeting
 - b. Budget presentation in May, public hearing and vote in June
 - c. Katrina is working on staff evaluations.
 - d. The Girl Scouts are working on a scavenger hunt for Herstory Month at the library.
- b. Financial Report
 - i. Katrina reported that the budget is affected by the Hancock Library grant and the building renovation.
 - ii. Revenues come in later in the year.
- c. Budget Committee
 - i. They should meet in March to do amendments
 - ii. Discussion
- d. Personnel Committee
 - i. They should meet in March for Director evaluation

VI. Old Business

- a. Library Redesign Update
 - i. Library Closure for Phase 1 of Redesign: May 8-20 (2 weeks)
 - 1. This will allow for carpeting and furnishing
 - 2. Katrina has plans for on line staff training during this time.
 - 3. Jenn moved. Bob seconded. Motion to close approved.
 - ii. Authorization for Painting/Electrical
 - 1. Katrina asked for authority to close as needed in advance of the library closure to adjust hours for painting and electrical work prior to the library closure.
 - 2. Motion to authorize director to close as needed . Jenn moved. Sylvia seconded. Approved.
 - 3. Discussion
 - iii. Phase 1 Budget Proposal

1. Katrina explained the details of the proposal from Library Design Associates. Discussion.
 2. Bob moved. Jenn seconded. Approved the proposal from Library Design.
- iv. Finnish Coats' Painting Proposal and Nathan's Paint and Stain
1. Katrina presented the two proposals for painting. Discussion.
 2. Bob moved. Sylvia seconded. Approved Finnish Coat for painting.
- v. Bay Electric Proposal
1. Katrina presented the proposal from Bay Electric for electrical work. Discussion.
 2. Bob moved. Sylvia seconded. Approved the proposal from Bay Electric.

VII. New Business

- a. Board Member Terms
 - i. Jenn's, Bob's, and Lora's terms are ending in March. Bob wants to step down. Discussion.
- b. Library Committee Workflows
 - i. Katrina requested input from the Board about committee work.
 - ii. Discussion.

VIII. Public comment

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

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

X. Adjournment at 8:31 pm.