

Portage Lake District Library
58 Huron Street, Houghton, MI 49931
Board of Trustees Meeting
Minutes – corrected
Wednesday, March 30, 2022

I. Call to order and Roll Call

- a. Meeting called to order at 7 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: Joan Suits
- d. Staff present: Susan Autio
- e. Public present: Meha Chiraya, new trustee, term beginning April

II. Additions to the Agenda

- a. Introductions for Meha
- b. Policy change
- c. Welcome for Katrina

III. Approval of the Board Meeting Minutes for January, 2022 as corrected. Sylvia moved. Jenn seconded. Motion approved.

IV. Reports

- a. **Director**
 - i. Signed and mailed contract to the attorney approving new fees.
 - ii. Advertised Board of Trustees opening in PLDL and on website/Facebook.
 - iii. Met with several members of the public interested in learning more about Board opening.
 - iv. Planned National Library Week activities (April 3-9).
- b. **Treasurer**
 - i. Jennifer will report at the next meeting.

V. Old Business

- a. Rethinking Libraries Update
 - i. Susan shared the update from Rethinking Libraries with the Committee.
 - ii. Matt will be here next month.
 - iii. Susan explained to Lora the relationship between Matt from LDA and Rethinking Libraries.
 - iv. Lora updated Meha about the redesign.
- b. Lora explained the Board policy about background checks for new employees.
 - i. The Committee recommends that all new employees have a background

check.

- ii. Jenn recommends that the implementation of the policy begin with Katrina. Discussion about retroactively doing staff background checks.
- iii. Susan will bring a list to the next meeting and check with Boni about the procedure at Hancock. The cost is \$100 per background check. She will also check the Employee Handbook and check with Jennifer about budgeting the cost.
- c. Lora, Gloria, Sylvia, and the Friends of the Library will plan a welcome for Katrina. Discussion.

VI. New Business

- a. Board of Trustees appointments
 - i. Meha Chiraya will replace Joan Suits on the Board.
 - ii. Discussion about recognizing Joan for her service

VII. Public comment

- a. Opportunity for the public to address the Board.

VIII. **Next Meeting:** Wednesday, April 27, 2022 at 7 pm.

IX. **Adjournment** at 7:36 pm.