

**Portage Lake District Library**  
**58 Huron Street, Houghton, MI 49931**  
**Board of Trustees Meeting**  
**Minutes – draft**  
**Wednesday, October 6, 2021**

- I. Call to order and Roll Call
  - a. Meeting called to order at 7: pm
  - b. Members present: Jennifer Donovan, Bob Kinnunen, Sylvia Matthews, Gloria Melton Lora Repp, Joan Suits, Tom Suchenek
  - c. Members absent: none
  - d. Staff present: Susan Autio, Jennifer Miller
  - e. Public present: none
  
- II. Additions to the Agenda
  - a. New Board Members
  
- III. Board Meeting Minutes for August 2021 and September will be approved at the next meeting.
  
- IV. Reports
  - a. Interim Director
    - i. Susan thanked the Board for entrusting her with the position of Interim Director and the Staff.
    - ii. The construction project required the front door closures. Scott Dunstan, the project Supervisor, kept Susan updated on their progress. He has been very helpful. His team built the plywood walkway for the west end entrance, which was a helpful surprise. We will need to close again when they pave the sidewalk.
    - iii. Susan spoke with Chief Donnelly and he assures us we will have at least one handicapped space as soon as we permanently reopen front doors. Depending on the project, we may continue to have our regular spaces blocked. He also said the department would not ticket our Wednesday morning patrons, rerouted to the west end, for the next couple of weeks. Susan told him about Wednesday being our Storytime morning.
    - iv. The library was as busy as usual and patrons had no complaints.
    - v. The State Aid Report and Application online access opened on October 1st. Dillon will assist Susan in filing.
    - vi. Boni Ashburn reported that their patron count at the Hancock Library for September doubled from last year. This year the

incoming 6th grade received library cards in their orientation packets for the first time. The Hancock Foundation has now entrusted Boni to purchase books on her own, no longer needing to use a curation service. This gives her double the budget.

- vii. Our new Substitute Library Assistant, Alexis Poland, has begun working unsupervised and is doing a great job.
- b. Financial Report
    - i. Jennifer presented the draft June budget. She is proud of the end of the fiscal year report. Revenues are over budget. Expenditures are slightly over budget. The fund balance is good. There will be some large expenditures this year to spend down the fund balance. Discussion.

#### V. Old Business

- a. Building redesign update
  - i. Susan reported that the Redesign Committee met on Zoom. They will be working on choices of furniture, shelving, carpeting, and carrels. Janet and Rob will get back in a month or so.
  - ii. Question about whether the Friends of the Library can sell the used furniture. What they don't sell can be donated to Habitat.
  - iii. Discussion.
- b. Director search update
  - i. Susan has received e mail from John Keister with some questions for the Staff.
  - ii. The Committee had a Zoom meeting with John Keister. He is positive about finding candidates.
  - iii. Susan, Boni, and Holly are the Staff Committee and will meet with the Personnel Committee in the future.
  - iv. Discussion.

#### VI. New business

- a. Adjustment to budget
  - i. Susan presented the Amended Budget. Under Administration, line 4312, administrative contractual services, there is an amount of \$19,415. This is the fee for the Director search firm.
  - ii. Tom moved to approve the Amended Budget. Jenn seconded. Approved.
- b. New auditor needed
  - i. There are retirements in the firm. Joe recommends Sturos in Calumet.
  - ii. Tom suggested asking Rukkila and Negro for recommendations.
  - iii. Discussion.
- c. Pandemic Capital Projects Fund

- i. Susan presented a message from Shannon White about funding available to the Library in response to COVID-19.
- ii. Joan suggested contacting Ann Vollrath at City Hall about this.
- iii. Discussion about possible projects.
- d. New Board Members
  - i. Joan spoke about attracting new, younger members when there are vacancies on the Board.
  - ii. Discussion.

VII. Public comment

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

VIII. Next Meeting: Wednesday, October 27, 2021 at 7: pm.

IX. Adjournment at 8:10 pm.