

Portage Lake District Library
58 Huron Street, Houghton, MI 49931
Board of Trustees Meeting
Minutes – draft
Wednesday, April 27, 2022

I. Call to order and Roll Call

- a. Meeting called to order at 7:04 pm. A quorum was present.
- b. Members present: Meha Chiraya, Jennifer Donovan, Bob Kinnunen, Sylvia Matthews, Gloria Melton, Lora Repp, Tom Suchenek
- c. Members absent:
- d. Staff present: Susan Autio, Jennifer Miller, Katrina Linde-Moriarty (on Zoom)
- e. Public present: none
- f. Guest: Matt deBear, Library Design Associates

II. Additions to the Agenda

- a. None

III. Approval of the Board Meeting Minutes for March 2022 as corrected. Jennifer moved. Bob seconded. Motion approved.

IV. Reports

a. Director

- i. Submitted building insurance renewal application. Jennifer completed it.
- ii. Signed up PLDL with an employee mental health assistance program, Encompass.
- iii. Contracted with Industrial Graphics to create a library address sign.
- iv. Provided Meha with new trustee materials.
- v. Summer Reading Program is gearing up (Michael, Holly, Catie) A free online ^[1]_[SEP] registration is set up.
- vi. Obtained staff parking permits for May-October.
- vii. Thank you to the Friends of the Library for a wonderful staff appreciation lunch.
- viii. Thanks to the Board and Staff

b. Treasurer

- i. Jennifer reported on February and March Financial Statements. She focused on page 7 of both reports.
- ii. Two thirds of the contractual fees have been received from Hancock. Penal fines are received at the end of the fiscal year. Non-resident fees are up.
- iii. There are some discrepancies from the budget projections. Some amendments may be necessary.

- iv. Discussion about the increase in Administration and drawing down the balance.
- v. Meha will replace Joan on the Budget Committee. Tom moved. Jennifer seconded. Motion passed.

V. Old Business

- a. Employee Background Checks
 - i. Lora explained that Katrina can work on the issue. Discussion.

VI. New Business

- a. Matt deBear Presentation
 - i. Matt gave some background about Library Design.
 - ii. He presented a rough plan.
 - iii. The next step is to prepare a budget for carpet and furniture, etc.
 - iv. It is possible to do the work in phases.
 - v. Discussion.

VII. Public comment

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

VIII. **Next Meeting:** Wednesday, May 25th, 2022 at 7 pm.

IX. **Adjournment** at 8:08 pm.