

**Portage Lake District Library**  
**58 Huron Street, Houghton, MI 49931**  
**Board of Trustees Meeting**  
**Minutes – corrected**  
**Wednesday, May 25, 2022**

**I. Call to order and Roll Call**

- a. Meeting called to order at 7:03 pm. A quorum was present.
- b. Members present: Jennifer Donovan, Bob Kinnunen, Sylvia Matthews (on Zoom), Gloria Melton, Lora Repp, Tom Suchenek (on Zoom)
- c. Members absent: Meha Chiraya,
- d. Staff present: Katrina Linde-Moriarty, Jennifer Miller
- e. Public present: none

**II. Additions to the Agenda**

- a. None

**III. Approval** of the Board Meeting Minutes for April 2022 as corrected. Jenn moved. Gloria seconded. Motion approved.

**IV. Reports**

- a. **Director**
  - i. Pier project continues. Completion is set for later this fall (hopefully).
  - ii. Signers have been updated for Incredible Bank. Still working on updating Superior National Bank signers.
  - iii. Director is settling in and working closely with staff.
  - iv. Stats/Data (Working with Superiorland to pull for future reports. These are placeholders.)
  - v. The door count is back to pre-pandemic levels.
  - vi. Finance Information: Nothing to report
  - vii. Programming
    - 1. Summer Reading Program: “Ocean of Possibilities”
    - 2. Sat, June 18th @ 11am: SRP Kick-Off & Friend’s Books Sale
    - 3. Yoga series partnering with Fresh Coast Yoga throughout summer
  - viii. Continuing Education/Meetings
    - 1. Director attended 8 community and professional meetings and 1 webinar.
  - ix. Incidents at the Library/ Requests from Public: Nothing to report
  - x. Current Projects

1. 2022-23 Budget: Budget Committee will be meeting 2-3 times before the next Board Meeting to offer guidance and recommendations.
  2. Shifting and Weeding Project: Preparations for carpeting and redesign along with gathering materials for Friends' Book Sale.
- xi. Horizon
1. Farmer's Market on the upper deck this summer with the potential to finish out the season on the pier.
  2. Fall: Hancock contract renewal. Dillon has offered to assist with the negotiations. Discussion.
- b. **Treasurer**
- i. Jennifer reported on the April Financial Report.
  - ii. Property Taxes and Non-Resident Fees are up.
  - iii. Expenditures will need to be amended.
  - iv. Discussion.

## **V. Old Business**

- a. Type of Background Checks for Library Staff
  - i. Katrina provided information about background checks.
  - ii. The ISD will be the custodian of ink biometric background checks.
  - iii. There is a \$70 fee per person.
  - iv. Motion that all new staff have ink biometric background checks. Bob moved. Jenn seconded. Approved.
- b. Redesign Update
  - i. Katrina reported that estimates should be received by the end of week.
  - ii. Discussion.

## **VI. New Business**

- a. Director as Finance Officer
  - i. Katrina suggested that she be appointed Finance Officer.
  - ii. Discussion.
  - iii. Motion to designate Katrina as Finance Officer. Gloria moved. Bob seconded. Approved.
- b. 2022-2023 Budget
  - i. Katrina will present the draft of the budget to the Budget Committee next week.
  - ii. Discussion.

**VII. Public comment**

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

VIII. **Next Meeting:** Wednesday, June 29, 2022 at 7 pm.

IX. **Adjournment** at 7:41pm.