

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

I. Call to order and Roll Call

- a. Meeting called to order at 7:13 pm. A quorum was present.
- b. Members present: Meha Chiraya, Jennifer Donovan, Bob Kinnunen, Sylvia Matthews (on Zoom), Lora Repp, Tom Suchenek (on Zoom)
- c. Members absent: Gloria Melton
- d. Staff present: Katrina Linde-Moriarty
- e. Public present: Ken Talsma, Auditor

II. Public comment

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

III. Additions to the Agenda

- a. None

- b. Approval of the Board Meeting Minutes for October 2022 as corrected. Jenn moved. Meha seconded. Motion approved.

IV. Reports

- a. Director's Report
 - i. Announcements/News
 - 1. Giving Tuesday Fundraising Campaign a success with \$1,220 raised from the public and the Friends matched the first \$1,000 donated!
 - 2. New volunteer is assisting with rehabilitating our fish tank.
 - 3. Arches from the Michigan room were relocated to the City of Houghton along with the Douglas Houghton portrait.
 - ii. Stats/Data
 - 1. Katrina presented the statistics for September and October
 - iii. Finance Information: Working on Annual Report for MI State
 - iv. Programming
 - 1. Working on programs for no/half school days.
 - 2. Many community partners are returning to the library for public/private use.
 - 3. Drop-off site for hard to recycle items in partnership with the Sustainability House.
 - v. Continuing Education/Meetings

1. Director: 17 Meetings, completed New Director Training through the Library of MI.
2. Spoke at Rotary lunch about librarianship
- vi. Incidents at the Library/Requests from Public:
 1. Received a request to celebrate a diverse range of holidays rather than opting for "Happy Holidays". We have adjusted our newsletter to be more inclusive of this suggestion in accordance with the library's values and mission.
- vii. Current Projects
 1. Redesign Project: Paint is being finalized.
 2. Meeting with Teens Dec. 10th to gain further insight into the new Teen Area.
 3. Redesign display and website page are up and will be added to as the project continues to develop.
- viii. Horizon
 1. Continue preparations for Phase 1 of our redesign project May 2023.
 2. Possible new book club with community partners.
 3. End-of-year giving campaign planned for December.

b. Financial Report

- i. Katrina reported on the September and October Financial Reports.
 1. It is normal not to have much revenue at this time of year.
 2. We are starting to see income from the large grant received by the Hancock Library.
 3. Funds are set aside for the Redesign Project.

c. Personnel Committee

- i. Jenn reported that the Committee met and worked on the Holiday Staff bonuses which are based on hours worked per week.
- ii. Bob moved. Meha seconded. Motion to approve Holiday Staff bonuses approved.

d. Policy Committee

- i. Lora report on the Policy Committee meeting.
- ii. The lawyer reworked the draft of the Children & Vulnerable Adults Policy.
- iii. Bob moved. Jenn seconded. Policy approved.
- iv. The ByLaws, also, were reworked by the lawyer. They will be voted on at the next meeting.
- v. Discussion about when new Board members and Officers are appointed.

vi. Sylvia agreed to serve as the Secretary of the Board

V. New Business

a. 21-22 Annual Audit Presentation

- i. Ken Talsma, Auditor, Anderson, Tackman presented the Annual Audit (on Zoom).
- ii. Katrina will send a digital copy of the report to Board Members.

b. 2023 Holiday Closures

- i. Katrina presented the list of closures.
- ii. Jenn moved. Meha seconded. Approved.

c. 2023 Board Meeting Dates

- i. Katrina presented the list of Board meeting dates.
- ii. Meha moved. Bob seconded. Approved.

VI. Public comment

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

VII. Next Meeting: Wednesday, January 25, 2023 at 7: pm

VIII. Adjournment at 8:13 pm.