

Portage Lake District Library
58 Huron Street, Houghton, MI 49931
Board of Trustees Meeting
Minutes – corrected
Wednesday, November 24, 2021

I. Call to order and Roll Call

- a. Meeting called to order at 6:54 pm
- b. Members present: Jennifer Donovan, Bob Kinnunen, Sylvia Matthews, Gloria Melton Lora Repp, Joan Suits,
- c. Members absent: Tom Suchenek
- d. Staff present: Susan Autio, Jennifer Miller
- e. Public present: none

II. Additions to the Agenda

- a. None

III. Approval of the Board Meeting Minutes for October 26, 2021 as corrected. Joan moved. Sylvia seconded. Motion approved.

IV. Reports

a. Director

- i. The State Aid Report is done.
- ii. The accounting firm Anderson and Tackman were hired to do PLDL yearly audit. They will be here December 1-3 to complete it.
- iii. Susan spoke with PLDL attorney, Anne Seurnyk, concerning the sale of library furniture. We cannot “gift” it to the Friends of The Library but they are allowed to sell it. The money must go to the library, not the Friends. Discussion.
- iv. Susan hired a substitute Library Assistant. She later declined. Susan offered the position to another applicant, Wendy Zimmerman, and she accepted. Morgan Barkdoll, Hancock Library Assistant will begin working as a substitute, as needed.
- v. Susan contacted two prospective snow removal contractors. Discussion. D & L Janitorial is the preferred contractor.
- vi. Susan presented the latest Public Health Advisory recommending masks at this time. Discussion.

b. Treasurer

- i. Jennifer presented the August and September Financial Statements. Contractual fees are due from Hancock. Non-resident fees are up. New equipment will be reflected in October. We are early in the fiscal year and nothing needs to be amended at this point.

V. Old Business

- a. Redesign Update
 - i. There was discussion about the blueprint presented. The next meeting with Library Design is Monday 11/29 at 2: pm.
- b. Director Search Update
 - i. There is a candidate. There will be a Zoom meeting scheduled with the candidate and the committee in early December. Discussion.

VI. New Business

- a. Holiday Pay Policy
 - i. The Policy Committee met and is not recommending a change to the Holiday Pay Policy.

VII. Public comment

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

VIII. **Next Meeting:** Wednesday, January 26, 2022 at 7 pm.

IX. **Adjournment** at 8:30 pm.