

**Portage Lake District Library**  
**58 Huron Street, Houghton, MI 49931**  
**Board of Trustees Meeting**  
**Minutes – corrected**  
**Wednesday, May 31, 2023**

I. Call to order and Roll Call

- a. Meeting called to order at 7:00 pm. A quorum was present.
- b. Members present: Meha Chiraya, Jennifer Donovan, Lora Repp, Gloria Melton,
- c. Members absent: Sylvia Matthews, Doug Patrick, Tom Suchenek
- d. Staff present: Katrina Linde-Moriarty

II. Public comment

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

III. Additions to the Agenda

- a. None

IV. Approval of the Board Meeting Minutes for April 2023. Jenn moved. Gloria seconded. Motion approved.

V. Presentation by Dillon Geshel on Library Board Training

- a. Cop Services
- b. Roles and Responsibilities
- c. Millage Campaigns
- d. Discussion

VI. Reports and Committee Business

- a. Director's Report
  - i. Announcements/News
    - 1. New Business Manager began Tuesday, May 30
    - 2. Library Redesign Phase I is mostly complete.
  - ii. Stats/Data
    - 1. Katrina presented statistics for April
  - iii. Finance Information
    - 1. Director completed the 23/23 Budget Draft and began work on 22/23 Budget Amendments
    - 2. Three monthly reports were completed by accountants.
    - 3. Hancock grant has been fully spent and allocated.
  - iv. Programming

1. Silent Book Club continues to grow.
2. Staff are in the final stages of planning for the Summer Reading Program.
- v. CE/Meetings/Personnel
  1. Director's Meetings: 5 Staff Meetings and 7 Community/Partnership Meetings
  2. New substitute library assistant completed training.
  3. Business Manager began training.
  4. All circulation staff completed two in-person trainings and at least 4 webinars.
- vi. Incidents at the Library/Requests from Public
  1. One weather related closure: May 1
- vii. Current Projects
  1. Redesign Project
    - a. Meeting rooms are delayed and will arrive mid-June. Work will be completed during open hours.
    - b. Teens love the new area, and our library is a lively and vibrant space.
  2. Website Redesign:
    - a. Our new website launched during our closure and staff are working on tidying the content and double checking the pages, making sure all the information migrated properly.
- viii. Horizon
  1. Public budget hearing and vote in June
  2. No Board Meeting in July.
- ix. Financial Report
  1. Katrina presented the financial report
    - a. Discussion
- b. Personnel Committee
  - i. Page Job Description
  - ii. Gloria moved. Jenn seconded. Discussion. Motion approved.
  - iii. Base Pay for Position Types
  - iv. Gloria moved. Jenn seconded. Discussion. Motion approved.
  - v. Recommendation for Staff Wage Increase fy 23/24
  - vi. Meha moved. Lora seconded. Discussion. Motion approved.
- c. Budget Committee
  - i. Katrina presented the Draft Budget fy 23/24
  - ii. Discussion
- d. Policy Committee
  - i. Meeting Room Policy
  - ii. Jenn moved. Gloria seconded. Motion approved.

## VII. Old Business

- a. None

VIII. New Business

a. None

IX. Public comment

a. No public present

X. Next Meeting: Wednesday, June 28, 2023 at 7: pm

XI. Adjournment at 8:46 pm.