

Portage Lake District Library
58 Huron Street, Houghton, MI 49931
Board of Trustees Meeting
Minutes – corrected
Wednesday, October 25, 2023

- I. Meeting called to order at 7:00 pm. A quorum was present.
 - a. Members present: Jennifer Donovan, Lora Repp, Sylvia Matthews, Gloria Melton, Doug Patrick, Tom Suchenek
 - b. Members absent: none
 - c. Staff present: Katrina Linde-Moriarty, Rebecca Daly

- II. Public comment
 - a. Opportunity for the public to address the Board (5 minutes per person, 30 minutes total allotment)
 - i. None present

- III. Additions to the Agenda
 - a. None

- IV. Approval of the Minutes for September 2023. Sylvia moved. Gloria seconded. Motion approved.

- V. Reports and Committee Business
 - a. Director's Report
 - i. Announcements/News
 - 1. The City of Houghton voted October 25 on a new Library Board Member to fill our open position, Tim Scarlett, MTU Professor of Anthropology.
 - ii. Stats/Data
 - a. Katrina presented the statistics for September.
 - iii. Finance Information
 - 1. Reviewed the first quarter to check budget benchmarks. Located financial error with time for corrective action.
 - 2. Assisted Business Manager in gathering data for Annual Financial Audit.
 - iv. Programming/Outreach
 - 1. Story time has successfully expanded to a second day. New attendees continue to join.

2. Our Travelogue Series begins in November with a presentation on South Korea.
 3. Working with Houghton County Courts on a grant to become a Self-Help Law Center Location with additional wrap-around programs including drop-in hours, attorney presentations, and staff training.
 4. Pilot project site for Illuminated Devices Project through Michigan Tech to expand remote technology assistance (similar to our BASIC program)
- v. Continuing Education/Meetings/Personnel
1. Six Staff Meetings, 10 Community/Partnership Meetings, 1 Webinar
 2. Hancock Library Manager attended MLA Conference in Kalamazoo
 3. Hired new Library Page from a long-term teen volunteer.
 4. Will list Program Coordinator position externally before the end of October to be filled by the end of the year.
- vi. Incidents
1. One noise complaint was filed. Director followed up via email and informed staff.
- vii. Current Projects
1. Hancock Contract Renewal
 - a. Negotiated with the school district to maintain .4 mil equivalent of funding through June 2024 and to align the contract with both PLDL and Hancock School fiscal years.
- viii. Horizon
1. Library Board Training: Just the “T” Duty, Authority, Responsibility, and Liability Webinar viewing on Tuesday, October 31 from 2:00 to 3:15 pm at PLDL.
- b. Financial Report
- i. Rebecca Daly presented the Business Manager’s Report
 1. Accountant compiled Financial Reports are up to date and available.
 2. Katrina explained financial adjustments to the budget including the CDs, grant reimbursements arriving after expenditures, conference room expenses, and some issues with the Hancock Public School Library requests for payment. This is due to millage property tax income not being received until March, as well as funds returned to Walmart from prior years.
 3. Another option for investing is being investigated.

4. Discussion about income and expenditures, grant funds and reimbursements and accounting issues.
 5. Katrina will research whether the Board needs to accept the Financial Report for the minutes.
- c. Personnel Committee
- i. Sylvia reported that the Committee approved two revised job descriptions. Katrina's work in clarifying all the details of duties and responsibilities which include social media, programming, oversight, etc. is impressive.
 - ii. Motion to the revised LTE Program Assistant and Program Coordinator Job Descriptions. Lora moved. Jenn seconded. Approved.

VI. Old Business

- a. None

VII. New Business

- a. Katrina presented the Third Amendment to the Joint Agreement with Hancock Public Schools. It aligns fiscal cycles, reaffirms an increase in the millage amount from .3 to .4, and clarifies memberships (students, faculty, district members, and out of district members who will have a fee of \$25).
- b. Katrina explained how the rate was determined. She also aligned hours of operation.
- c. She has requested that Hancock inform PLDL by March whether they will renew the contract.
- d. She summarized the documents presented to the Hancock School Board, which included statistics about cardholders and members. There is a majority of public members.
- e. The contract is approved for the next eight months.
- f. Discussion
- g. Sylvia moved. Tom seconded. Approved.

VIII. Public comment

- a. None.

IX. Next Meeting: Wednesday, November 29, 2023 at 7: pm

X. Adjournment at 8:09 pm.

