

**Portage Lake District Library**  
**58 Huron Street, Houghton, MI 49931**  
**Board of Trustees Meeting**  
**Minutes – draft**  
**Wednesday, April 24, 2024**

- I. Meeting called to order at 7:02 pm. A quorum was present.
  - a. Members present: Will Cantrell, Jennifer Donovan, Lora Repp, Sylvia Matthews, Gloria Melton, Doug Patrick, Tim Scarlett
  - b. Members absent: none
  - c. Staff present: Katrina Linde-Moriarty
  
- II. Public comment
  - a. Opportunity for the public to address the Board (5 minutes per person, 30 minutes total allotment)
  - b. No public present
  
- III. Additions to the Agenda
  - a. None
  
- IV. Approval of the Minutes for April 3, 2024. Tim moved. Jenn seconded. Motion approved.
  
- V. Reports and Committee Business
  - a. Director’s Report – Katrina Linde-Moriarty
    - i. Announcements/News
      - 1. Library welcomes Great Michigan Read Author Angeline Bouilly to the library Friday, April 26th.
    - ii. Stats/Data
      - 1. Katrina presented the statistics for January – March with comparison to March 2023
    - iii. Finance Information
      - 1. See attached Finance Report.
      - 2. 24-25 Budget and 23-24 Budget Amendments drafts are almost ready for review by the Budget Committee.
    - iv. Programming/Outreach
      - 1. Spring Break activities drew 128 participants across the week. Many attended multiple days.
      - 2. Routine events such as Story Time, Silent Book Club, and BASIC continue to bring steady participation.
      - 3. Director began 30 min. library segment on WMPL every other Friday.

- v. Hancock School Public Library
  - 1. Presented to the Hancock School Board on April 22nd the revised contract which included input from the Library Board, Library Director, and Superintendent.
- vi. CE/Meetings/Personnel
  - 1. Director's Meetings (between board meetings)
    - a. Director attended 7 community meetings, 8 library meetings, and 2 webinars.
- vii. Incidents at the Library/Requests from Public
  - 1. Incident Report regarding non-compliance with our Meeting Room policy.
- viii. Current Projects
  - 1. Strategic Planning: Community Survey closed April 15th.
  - 2. Hancock Contract: Presentations occurred at both parties' board meetings. Voting by the school board is anticipated at their regular meeting in May.
  - 3. Millage Renewal Campaign: Attorney has begun drafting the ballot language from the library board's discussion at the April 4th meeting.
  - 4. Business Manager: Three internal applications will be interviewed for the open position the week of April 29th.
    - a. Katrina explained some possible staff changes. She will keep the Budget and Personnel Committees about structural revisions.
- ix. Financial Report
  - 1. Katrina presented and explained a new format for the Budget.

## VI. Old Business

- a. Hancock Contract Renewal
  - i. The term changed from three to two years.
  - ii. Katrina explained other changes and questions.
  - iii. She expects a vote at the School Board meeting in May.
  - iv. Sylvia reported on the members' enthusiasm for the library and how beautiful the renovated library is.
- b. 2024 Millage Ballot/Campaign
  - i. Katrina presented and explained the Millage Proposal.
  - ii. Will moved. Jenn seconded. Approved.

## VII. New Business

- a. 24-25 Fiscal Year Budget
  - i. Katrina is preparing the budget for Fiscal Year 24-25.
  - ii. She is revising the format to better reflect operations.
  - iii. There will be a meeting of the Budget Committee upcoming.

## VIII. Public comment

a. None.

IX. Next Meeting: Wednesday, May 22, 2024 at 7:00 pm

X. Adjournment at 8:07 pm.