

Portage Lake District Library
58 Huron Street, Houghton, MI 49931
Board of Trustees Meeting
Minutes – draft
Wednesday, June 26, 2024

- I. Meeting called to order at 7:30 pm. A quorum was present.
 - a. Members present: Jennifer Donovan, Lora Repp, Sylvia Matthews, Tim Scarlett
 - b. Members absent: Will Cantrell, Gloria Melton, Doug Patrick
 - c. Staff present: Katrina Linde-Moriarty, Fawn Lucero

- II. Public Hearing for 2023-24 Annual Budget
 - a. No public present

- III. Public comment
 - a. Opportunity for the public to address the Board (5 minutes per person, 30 minutes total allotment)
 - b. No public comment

- IV. Approval of the Agenda
 - a. Tim moved. Lora seconded. Motion approved

- V. Approval of the Minutes for May 22, 2024. Jenn moved. Sylvia seconded. Motion approved.

- VI. Reports and Committee Business
 - a. Director's Report – Katrina Linde-Moriarty
 - i. Announcements/News
 1. PLDL adds Kanopy (a streaming service for movies and TV shows) to our online collections starting July 1st.
 2. PLDL will be featured on Copper Country Today with Todd VanDyke this Sunday.
 - ii. Stats/Data
 1. Katrina presented the statistics for May.
 2. A few annual stats at the close of the fiscal year.
 - a. 15% increase in our Door count, over 67,000 annually
 - b. Over 48,000 physical items in our collection
 - c. Over 882,000 titles available digitally
 - d. 8,870 people attended 206 programs in the last year
 - iii. Finance Information
 1. See Business Manager Report

2. Adjustments to the recommended 23-34 FY Amendments and 24-25 FY Budget were made to account for the Hancock Grant and Roof Maintenance.
 3. Listed tonight's meeting to the public as a budget listening session.
 - iv. Programming/Outreach
 1. Summer Reading Program
 - a. Over 750 reading logs have been given away across all ages (so far)
 - b. Partnering with Houghton Portage School District and MTU's Van Pelt and Opie Library.
 - c. Kick-off Party drew 3 times as many people as previous years.
 - d. Visited every elementary class at Houghton Portage Township Schools.
 2. Legal Drop-In Help program is attracting more participants
 - v. Hancock School Public Library
 1. The Hancock School Board agreed to the terms of the 2-year Service Agreement Contract.
 - vi. CE/Meetings/Personnel
 1. Director's Meetings: 5 community meetings, 7 outreach opportunities, 15 library meetings and 5 training opportunities
 2. Policy Committee
 - a. Reviewed Circulation Policy with committee members at the May 28th committee meeting and provided information about the library's audiovisual collection.
 3. Building Committee
 - a. Gathered and prepared roof maintenance bids for review at the July 21st committee meeting.
 - vii. Incidents at the Library/Requests from Public
 1. Incident Report: regarding a patron's body odor
 2. Request from the Public: 1 concerning a new book's topic/perspective and 1 concerning a community group's use of the library's meeting spaces.
 - viii. Current Projects
 1. Millage Renewal Campaign: Developed 1-page Information sheet about the Ballot Question.
 2. Hiring Library Pages: 2 possible Fall openings.
 - a. Hiring to occur in July with Orientation/Training in August ahead of Page departures.
 3. Library Strategic Planning in the Fall/Winter
 4. Resolution of the Hancock Grant in September.
- b. Financial Report – Fern Lucero
- i. Training
 1. Training with Katrina is going well. Fawn is currently assisting both

- Katrina and the accountant with payroll, coding invoices, and troubleshooting.
- 2. Contacted our vendors to update point of contact information.
- ii. Projects
 - 1. Working with the Collection Committee to finalize and place the end of the fiscal year work orders.
- iii. Tasks
 - 1. Preparing to transition from the current fiscal year to the next.
- iv. Katrina presented an overview of the Finances. Discussion.
- c. Policy Committee
 - i. Lora reported on the committee meeting.
 - ii. They recommend a policy change: All patrons may now check out 10 audio-visual items from each AV collection. Discussion.
 - iii. Tim moved. Lora seconded. Approved.
- d. Personnel Committee
 - i. Katrina reminded the Board that their annual review is coming up.
- e. Building Committee
 - i. Tim reported on the Roof Maintenance Estimates.
 - ii. Katrina contacted 7 roofers. Two responded with quotes.
 - iii. Tim recommended continuing the relationship with McGrath if the work can be completed before winter within 5% of the bid. Discussion.
 - iv. Sylvia moved. Jenn seconded. Approved

VII. Old Business

- a. Hancock Contract Renewal
 - i. The Hancock School Board renewed the Contract for two years.
 - ii. The Hancock Foundation is helping to offset the cost of the contract.
 - iii. Lora moved. Jenn seconded. Approved
- b. 2024 Millage Ballot/Campaign Update
 - i. Katrina updated on their ongoing work for the Millage Ballot Campaign
 - ii. There may not be election expenses. Discussion.
- c. 2023-24 FY Amendments
 - i. Katrina made some adjustments for the roof and for Hancock for grant expenditures. There will be more information at the end of September.
 - ii. Tim moved. Sylvia seconded. Approved.
- d. 2024-25 FY Budget
 - i. Katrina explained the proposed budget.
 - ii. Jenn moved. Tim seconded. Approved.
- e. 2024-25 FY Staff Wages
 - i. The staff wages were presented last month for approval at this meeting.

- ii. Sylvia moved. Tim seconded. Approved.
- f. Base Pay by Position Type Updates
 - i. Katrina explained the Updates.
 - ii. Jenn moved. Lora seconded. Approved.

VIII. New Business

- a. Two Hour Delay July 15th & 16th for Staff Training
- b. Lora moved. Sylvia seconded. Approved.

IX. Public comment

- a. None.

X. Next Meeting

- a. Wednesday, July 24, 2024 (Optional)
- b. Wednesday, August 28, 2024

XI. Adjournment at 8:20 pm.