

Portage Lake District Library
58 Huron Street, Houghton, MI 49931
Board of Trustees Meeting
Minutes – corrected Wednesday, August 28, 2024

- I. Meeting called to order at 7:00 pm. A quorum was present.
 - a. Members present: Will Cantrell, Jennifer Donovan, Lora Repp, Sylvia Matthews, Gloria Melton,
 - b. Members absent: Tim Scarlett
 - c. Staff present: Katrina Linde-Moriarty, Director, Asako Nakamura, Program Coordinator

- 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 Agenda

Jenn moved. Will seconded. Motion approved

- IV. Approval of the Minutes for June, 2024.
 - a. Will moved. Jenn seconded. Motion approved.

- V. Reports and Committee Business
 - a. Director's Report - Katrina Linde-Moriarty
 - i. Announcements/News
 1. Welcome four new staff to our library team: Reese Gwaltney, Paula McCambridge, Karissa Sanders, and Eleanor Spielmaker!
 2. Susan Autio celebrated a special 20 year work anniversary in August. Thank you for all your dedication over the years and this outstanding achievement. The Board congratulated her..
 3. 2024 Library Millage Ballot Questions passed securing operational funding from 2025-2031.
 - ii. Katrina presented statistics for June and July.
 - iii. Finance Information

1. Library will be closing the first fiscal quarter at the end of September. More budget reports will be provided at that time.
 2. Business Manager will begin financial courses at Gogebic in the Fall to earn her financial certification.
 3. Business Manager, Director, and Accountant with RNA have begun to gather documents for the 23-24 FY Financial Audit.
- iv. Programming/Outreach
1. Summer Reading Program
 - i. Over 210 completed reading logs have been returned so far this year at PLDL.
 - ii. 2,226 people attended our summer events over 10 weeks between our SRP Kick-off Party to our Ending Party.
 - iii. MTU Outreach Table August 26th/27th: Library staff hosted a welcome table at VOP Library on campus.
 - iv. HES Open House Aug. 27th: Library staff welcomed back students and advocated for library card memberships.
 - v. Host MI Poet Laureate Nandi Comer Sept. 6th at 6pm.
- v. Hancock School Public Library
1. New Library Assistant is ready to begin fulfilling shifts in Hancock beginning the first week of school.
 2. The library will be returning to full hours including restoring Wednesday and Saturday services at the start of the school year. The reduction in hours accrued to allow library staff time to hire and train a new Library Assistant.
- vi. CE/Meetings/Personnel
1. Director's Meetings
 - a. 7 community and 28 library meetings
 - b. 9 outreach and 6 training opportunities
 - c. 3 proctored tests, 5 notarized documents, and 2 librarian appointments
 2. All Staff: 4 hours of Legal Self-Help Center Training.
- vii. Incidents at the Library/Requests from Public
1. Incident Report: regarding a threats of violence
 2. Incident Report: regarding a dog in a meeting room.

viii. Current Projects

1. Library Strategic Planning in the Fall/Winter.
2. Resolution of the Hancock Grant in September.
3. Completion of Staff Evaluations.
4. Resolution of the Legal Self-Help Center Grant project by the end of the year. Services to continue into next year.

Millage Issue

Katrina presented an issue with the Ballot in Precinct 4 in regard to the millage. A Statement is attached to the Minutes.

1. Discussion

b. Personnel Committee

i. 23-24 Annual Evaluation of the Director

1. The Committee will meet and present the Evaluation at the next meeting.
2. Katrina requested a meeting with the Committee.

VI. Old Business

a. No Old Business

VII. New Business

a. Monthly Half Day Closure for Staff Training and Meetings.

- i. Katrina explained the need for the request.
- ii. Discussion.
- iii. Gloria moved. Jenn seconded. Approved.

b. 2024-2025 Superiorland Board of Directors Election: Group 2

- i. Katrina gave background information about the Superiorland Library Cooperative Election.
- ii. The Board Members voted unanimously to elect the candidates.

c. 2024 L-4029 Tax Rate Request Form

- i. Katrina reviewed the Tax Rate Request
 1. Jenn moved. Gloria seconded. Approved.

VIII. Public comment

a. None.

IX. Next Meeting: Wednesday, September 25, 2024 at 7:00 pm

X. Adjournment at 8: 01 pm.