

**Portage Lake District Library**  
**58 Huron Street, Houghton, MI 49931**  
**Board of Trustees Meeting**  
**Minutes**  
**Wednesday, September 25, 2024**

- I. Meeting called to order at 7:07 pm. A quorum was present.
  - a. Members present: Will Cantrell, Joanna Chopp, Jennifer Donovan, Lora Repp, Sylvia Matthews, Gloria Melton, Tim Scarlett
  - b. Members absent: none
  - c. Staff present: Stephanie Flint
  
- 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

Gloria moved. Sylvia seconded. Motion approved.
  
- IV. Approval of the Minutes for August, 2024.

Jenn moved. Will seconded. Motion approved.
  
- V. Reports and Committee Business
  - a. Director's Report - Katrina Linde-Moriarty
    - i. Announcements/News
      1. Welcome our new Trustee representing Houghton: Joanna Chopp!
      2. Thank you Ellie, Leonard, Holly, and Matthew for all your dedication to the library and years of service.
        - a. Ellie Alexander celebrates her 33 year work anniversary.
        - b. Leonard Schwandt celebrates his 13 year work anniversary.
        - c. Holly Nemiroff celebrates her 12 year work anniversary.
        - d. Matthew Durocher celebrates his 1 year work anniversary.
    - ii. Katrina presented the statistics for July/August
    - iii. Finance Information
      1. Katrina reviewed the Budget for July through September 23rd.

2. Library will close the first fiscal quarter at the end of September. Attached is a drafted quarterly update of all internal lines through Sept. 23rd. Discussion.

3. Director is researching Payroll options for the new year.

iv. Programming/Outreach

1. Program Coordinator continues to connect to local community organizations with outreach efforts, such as Houghton Downtown Business Meetings, Copper Country Full Collaboration Group, Great Start Collaborative - Family Coalition, and Keweenaw Community Foundation

v. Hancock School Public Library

1. New Library Assistant is settling in.

2. The Library Manager is attending the UPRLC Conference and working to complete the grant period.

vi. Technology

1. New firewall was installed and the library was migrated off of the old server.

2. Three non-recording video cameras were restored to assist staff with blind spots throughout the building.

vii. CE/Meetings/Personnel

1. Director's Meetings

a. 8 community and 11 library meetings

b. 2 outreach and 3 training opportunities

c. 6 notarized documents and 1 librarian appointment

d. Director is attending the UPRLC Conference.

viii. Staff Training: October 8th, 2024

1. Boundaries for Library Staff (Webinar & Discussion)

2. All Staff Meeting: Future Library Projects

ix. Incidents at the Library/Requests from Public

1. 1 Incident Report: regarding a threat of violence

x. Current Projects

1. Library Strategic Planning in the Fall/Winter
2. Resolution of the Hancock Grant in September
3. Research payroll and background check options.
4. Research new state requirements around leave benefit accruals and website accessibility features.
5. Resolution of the Legal Self-Help Center Grant project by the end of the year. Services to continue into next year.

B. Personnel Committee

1. Sylvia presented the Board and Staff evaluations of the Director. Board comments were that Katrina is outstanding. Staff reports were also positive. The Committee also discussed holding evaluations in February in the future. The committee will revise the evaluation process for both Board and staff.
2. They will also revise Katrina's attendance at MLA. Discussion.
3. Tim moved. Lora seconded. Approved that Katrina is not required to attend MLA this year.
4. The percent of Katrina's retirement also needs to be revised.

VI. Old Business

- a. No Old Business

VII. New Business

- a. No New Business

VIII. Public comment

- a. None.

IX. Next Meeting: Wednesday, October 23rd, 2024 at 7:00 pm

X. Adjournment at 7:48 pm.