

Portage Lake District Library
58 Huron Street, Houghton, MI 49931
Board of Trustees Meeting
Minutes
Wednesday, October 23, 2024

- I. Meeting called to order at 7:02 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: Katrina Linde-Moriarty

- II. Public comment
 - a. Opportunity for the public to address the Board (5 minutes per person, 30 minutes total allotment)
 - i. Karen Timonen from Portage Township, Precinct 4, read and presented a letter (attached).
 - ii. Teresa Kariniemi asked why the programming error during the 2024 Millage Election wasn't caught at an earlier stage.
 - iii. Karen voiced concerns about not being allowed to vote on the library millage.
 - b. Discussion.

- III. Additions to the Agenda
 - a. Appointment of Director as Administrator on BASIC Online Accounts

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

- V. Approval of the Minutes for September, 2024.
 - a. Jenn moved. Tim seconded. Motion approved.

- VI. Reports and Committee Business
 - a. Director's Report - Katrina Linde-Moriarty
 - i. Announcements/News
 - ii. Thank you to Boni Ashburn for 6 years of service and dedication to PLDL and the Hancock School Public Library!
 - iii. Director presented the statistics for September
 - iv. Finance Information
 1. PLDL is on trend in most areas for finishing the first quarter.
Adjustments

2. The Director is working with the Business Manager to prepare for the 2024 Financial Audit.
- v. Programming/Outreach
 1. The annual Halloween party will occur tomorrow, October 24th.
 2. Attendance numbers continue to outpace previous year's statistics.
 3. The Library will explore collaboration opportunities with the Rozsa Center.
- vi. Hancock School Public Library
 1. The School District has been invoiced for the first 6 months of contracted services.
- vii. Technology
 1. Multiple chromebooks are being mended by Superiorland Library Cooperative.
 2. Director prepares to migrate all library emails from Gmail/Google Suite to Outlook/Microsoft 365 for financial reasons.
 3. Discussion.
- viii. CE/Meetings/Personnel
 1. Director's Meetings
 - a. 5 community and 6 library meetings
 - b. 2 outreach and 2 training opportunities
 - c. 2 notarized documents and 1 librarian appointment
 2. Staff Training: October 8th, 2024- In Review
 - a. Boundaries for Library Staff (Webinar & Discussion)
 - b. All Staff Meeting: Future Library Projects
 3. Staff Training: November 12th - Preparation
 - a. New Youth Resources: TALK program and 1000 Book Before Kindergarten (Revamp)
 - b. Meeting Room Policy: Discussion
 - c. Shelf Reading/Shelf Weeding: Group Project
- ix. Incidents at the Library/Requests from Public
 1. No Incidents Reported
- x. Current Projects
 1. Library Strategic Planning in the Fall/Winter.
 2. Annual Report data and statistics are being gathered for submission by early December.
 3. Email and online application migration by end-of year.
 4. Researching 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. Finance Report
 - i. Keweenaw Community Fund income has been rolled over.
 1. Discussion
 2. Jenn moved. Sylvia seconded. Motion to accept the presented report.
 - ii. Director requested appointment as Administrator on the BASIC Online Accounts
 1. Lora moved. Gloria seconded. Motion approved
 - c. Personnel Committee
 - i. Met and contacted the attorney with questions.

VII. Old Business

- a. No Old Business

VIII. New Business

- a. Payroll Service Contracts Comparison
 - i. Director presented the accounting description: Bookkeeping, Payroll, and Financial Statements. They recommend switching to Basic for Payroll at the end of the calendar year.
 - ii. Will moved. Jenn seconded. Motion approved
- b. Presentation of Spring 2024 Library Survey Results
 - i. Director displayed the results of the Survey.
 - ii. There were only 51 participants. Most visit weekly. Like the friendly atmosphere. Programs & events rated well.. Customer service is outstanding. Trust the selection of materials. The building facility is highly rated. Local housing concerns were raised as an ongoing issue within the community. Staff is beloved, as is programming.
 - iii. Discussion
- c. Library Future Planning
 - i. Director shared results of the Staff Training exercises with the staff priorities and future projects including:
 1. Collection Development (new policies)
 2. Building air condition, bathroom odor, sound proofing)
 3. Circulation (procedure manual, better hold shelf, maker space for checkout)
 4. General/Special welcoming,(hallway reimaged)
 5. Training Opportunities, (training on copier)

- 6. Programs/Events (teen programming, author visits, , local history, crafts)
 - ii. Discussion
- d. Strategic Planning
 - i. In the near future, using the SOAR model for community conversations.
 - ii. Tim offered to help with drafting a survey with a class at MTU.
- e. Next Meeting
 - i. Lora asked the Board to develop a plan for responding to the Portage Township citizens who came to the meeting.
 - ii. Discussion.

IX. Public comment (5 minutes per person, unlimited allotment)

- a. None.

X. Next Meeting: Wednesday, November 20th, 2024 at 7:00 pm.

XI. Adjournment at 9:26 pm.

Portage Lake Library Board of Trustees and Administrator:

Due to the unresolved issue surrounding the 6 August 2024 primary election, in not allowing Portage Township Precinct 4 registered voters, to vote for their own personal financial decisions in regards to the Portage Lake District Library Millage, more questions than answers are still at the forefront. Following the U.S. Constitution, Michigan Constitution, and the laws surrounding the election process, were not followed.

Michigan Constitution Article II ss 6 Voters on tax limit increases or bond issues.

Sec. 6 Whenever a question is required to be submitted by a political subdivision to the electors for the increase of the ad valorem tax rate limitation imposed by Section 6 of Article IX for a period of more than five years, or for the issue of bonds, only electors in, and who have property assessed for any ad valorem taxes in, any part of the district or territory to be affected by the result of such election or electors who are the lawful husbands or wives of such persons shall be entitled to vote thereon. All electors in the district or territory affected may vote on all other questions.

The Portage Lake District Library had the opportunity to move the library millage proposal to the 5 November 2024 election, but choose

not to do so, according to the Statement about Precinct 4 and the 2024 August 6 Library Ballot.

The Michigan Constitution clearly has always been a source of order for We the People, which includes how taxes are to be voted on, and then paid.

Let all things be done decently and in order...