

Portage Lake District Library
58 Huron Street, Houghton, MI 49931
Board of Trustees Meeting
Minutes – Corrected
Wednesday, November 20th, 2024

- I. Roll Call: Will Cantrell, Joanna Chopp, Jennifer Donovan, Lora Repp, Sylvia Matthews, Gloria Melton, Tim Scarlett.
- II. Guests: Nick Lanctot, Janelle Datto, Stephen Kanakke, Elizabeth Kannakke, Karen Timonen, Terese Cariniemi, Laura Lynn Singer, Lincoln Singer, Mike Heikkinen, Staff: Fawn Lucero, Catie Gardener.
- III. Approval to the Amended Agenda
 - A. Lora proposed that the Update be moved up to accommodate visitors.
 - B. Will moved. Jenn seconded. Approved.
- IV. Old Business (Moved forward through Amended Agenda)
 - A. 2024 Millage Election Response Update
 1. Karen Timonen submitted a document to the Board and requested an update.
 2. The Director distributed a memo from the attorney to Board members.
 3. Lora read the Memo to those in attendance. See attached.
 4. Discussion.
 5. Karen Timonen asked that the Minutes from October be amended to more accurately reflect her comments.
- V. Approval of the Minutes for October, 2024 as amended and corrected.
 - A. Will moved. Jenn seconded. Motion approved.
- VI. Reports and Committee Business
 - A. Director's Report - Katrina Linde-Moriarty
 1. Announcements/News
 - a) The Library thanked Anna Leppanen for 7 years of service at PLDL!
 - b) The Director thanked PLDL staff for stepping up to cover for illnesses and planned vacations throughout the month of November.
 2. Stats/Data
 - a) The Director presented statistics for September/October.

3. Finance Information
 - a) The Director is working with the Business Manager to prepare for the 2024 Financial Audit.
 - b) The Library will move accounting in-house by the end of the year.
 - c) The Director will move on drafting and updating finance policies with the Policy Committee for the January Board Meeting.
4. Programming/Outreach
 - a) The Program Coordinator is pursuing grant opportunities for future events with an international, literary, and cultural focus.
 - b) Programming staff attended a Day Youth Conference to learn new ideas and connect with peers.
 - c) In December, the team will highlight gifting memberships during the holiday season.
5. Hancock School Public Library
 - a) The Library received a Michigan Arts and Culture Council (MACC) grant for new AV equipment in the Media Lab.
6. Technology
 - a) The Director is preparing to migrate all library emails from Gmail/Google Suite to Outlook/Microsoft 365 for financial reasons.
 - b) Two patron computers were sent to SLC for mending. One catalog computer will need to be replaced.
7. CE/Meetings/Personnel
 - a) Director's Meetings
 - (1) 4 community and 12 library meetings.
 - (2) 2 outreach and 3 training opportunities.
 - (3) 1 notarized document and 0 librarian appointments.
8. Staff Training: Nov. 12th - In Review
 - a) New Youth Resources: TALK program and 1000 Books Before Kindergarten (Revamped).
 - b) Meeting Room Policy: Discussion.
 - c) AV and Printer Equipment Training.
9. Incidents at the Library/Requests from Public
 - a) No Incidents Reported.
10. Current Projects
 - a) Library Strategic Planning in the Fall/Winter.
 - b) Annual Report data and statistics are being gathered for submission by early December.
 - c) Email and online application migration by end-of year.

d) Researching new state requirements around leave benefit accruals with the Personnel Committee.

B. Financial Report

1. The Director presented the finance reports for June, July, August, and September drafted by the accountants.
2. Discussion.

C. Personnel Committee

1. Jenn presented the proposed 2024 Holiday Bonuses.
2. Lora moved. Sylvia seconded. Approved.
3. Jenn reported on the Committee's work in regard to the Director's request for early vacation payout. The committee will work on developing a policy in the future.
4. The Personnel Committee suggested that the Library be closed the Saturday after Thanksgiving beginning this year.
5. Discussion.
6. Jenn moved. Lora seconded. Approved.

VII. New Business

A. 2025 Library Board Meeting Dates

1. The Director presented the recommended dates.
2. Gloria moved. Sylvia seconded. Approved.

B. 2025 Library Closure Dates

1. The Director proposed the recommended dates to reflect the Michigan State Observed Holidays for 2025 including the Saturday following the Friday following the Thursday of Thanksgiving.
2. Discussion
3. Will moved. Tim seconded. Approved.

VIII. Opportunity for the public to address the Board (Optional, unlimited)

- A. No public present.

IX. Next Meeting: Wednesday, January 22nd, 2025 at 7:00 pm.

X. Adjournment at 8:10 pm.

MEMO

TO: Portage Lake District Library
FROM: Anne Seuryneck
DATE: November 18, 2024
RE: Process for Placing a Ballot Proposal

Please find below the relevant provisions of the District Library Establishment Act related to placing a districtwide tax on the ballot. The following provisions apply to the Portage Lake District Library because it does not include a school district as a participating municipality.

1. **Section 14:** If none of the participating municipalities are school districts, an election for a districtwide tax is governed by sections 15 to 18 and section 23. MCL 397.184(2).
2. **Section 15(2):** If none of the participating municipalities are a school district, a proposal for a districtwide tax shall not be placed on the ballot unless the proposal is adopted by a resolution of the board and certified by the board not later than 60 days before the election to the county clerk of each county in which all or part of the district is located for inclusion on the ballot. The proposal shall be certified for inclusion on the ballot at the next general election, the state primary immediately preceding the general election, or a special election held on an otherwise regularly scheduled election date, as specified by the board's resolution.
3. **Section 15(4):** If a majority of the votes cast on the question of a districtwide tax is in favor of the proposal, the tax levy is authorized.
4. **Section 16.** If none of the participating municipalities are a school district, the county election commission of each participating county and each county in which all or part of a participating municipality is located shall provide ballots for an election for board members or a districtwide tax for each participating municipality or part of a participating municipality located within the county.
5. **Section 17.** (1) Except as otherwise provided in subsection (3), if none of the participating municipalities are school districts, an election for board members or a districtwide tax shall be conducted by the city and township clerks and election officials of the municipalities located within the district.

As you can see, the Library Board approves and submits the millage resolution to the County Clerk. Once that is done, the Library has no role in conducting the election. The County Election Commission provides the ballots. The city clerks, township clerks, and election officials conduct the election. Section 23 provides for the circumstances in which the Library would reimburse the

costs of the election. There is no provision for the Library Board to review or oversee the conduct of the election.