

**Portage Lake District Library**  
**58 Huron Street, Houghton, MI 49931**  
**Board of Trustees Meeting Minutes**  
**Wednesday, January 22, 2025**

- I. Meeting called to order at 7:00 p.m
- II. Members present: Joanna Chopp, Jennifer Donovan, Lora Repp, Gloria Melton
- III. Members absent: Will Cantrell, Sylvia Matthews, Tim Scarlett
- IV. Staff present: Katrina Linde-Moriarty, Fawn Lucero
- V. Opportunity for Public to Address the Board (5 min per person/30 min total allotment)
- VI. No public present
- VII. Approval of the Agenda
  - A. Lora moved. Board supported.
- VIII. Approval of Minutes: November 20th, 2024
  - A. Lora moved. Board supported
- IX. Reports and Committee Business
  - A. Director's Report - Katrina Linde-Moriarty
    1. The Library celebrates Asaka Nakamura's first years at PLDL!
    2. The Director thanks Susan Burack for her time and dedication to the Library Board as its Notetaker/Secretary.
    3. The Director would like to schedule a long vacation in April from the 9th to 17th.
      - (1) Lora moved. Board approved.
    4. The Director presented the statistics for November and December.
    5. Finance Report
      - (1) The 2024 Financial Audit was completed by Anderson, Tackman & Company, PLC with assistance from the Business Manager and Director.
        - (a) No major notes from this year's audit. There is a minor error in the retirement percentage matched by the Library for full-time employees.
        - (b) Payroll Transition: Library has completed 2 payroll transactions under the new provider, BASIC Online. There was one reported Direct Deposit error that was identified and corrected. Minor leave time accrual adjustments still need to be made to their formula.
        - (c) Financial Transition: The Business Manager and Director are investigating gaining full access to Quickbooks with contact at RNA. The Business Manager will be visiting the Superior District Library to learn more about district library financial structures.

6. Programming/Outreach
  - a) The Program Manager is drafting multiple grant proposals to expand our programming and community partnerships this year.
7. Hancock School Public Library
  - a) The Library Manager is about ready to launch the new Library of Things Collection.
8. Technology
  - a) Director prepares to migrate all library emails from Gmail/Google Suite to Outlook/Microsoft 365 for financial reasons. Migration is paused until Microsoft 365 and SLC teams coordinate migrating the @pldl.org domain.
9. CE/Meetings/Personnel
  - a) Director's Meetings
    - (1) Five notarized documents and 2 librarian appointments
    - (2) Staff Training: Dec 10th - In Review
      - (a) Email Migration to Outlook Training
      - (b) Library Mending Discussion
      - (c) Collection Development Discussion
    - (3) Staff Training: Jan 14th - In Review
      - (a) Community Presentation: Michigan Works! And Keweenaw Family Resource Center
      - (b) Volunteer Discussion
    - (4) Policy Clarification: Weather related closures and time worked.
    - (5) Policy Revision: Updates needed to Employee Handbook to apply the Earned Sick Time Act
  - b) Incidents at the Library/Requests from the Public
    - (1) No incidents reported
  - c) Current/Future Projects
    - (1) Annual Report data and statistics to be filed by the end of the month.
    - (2) Email and online application migration waiting upon Microsoft 365.
    - (3) Researching new state requirements around leave benefit accruals and website accessibility features with the Personnel Committee.

X. Old Business

1. 2024 Millage Election Response Update
2. Jenn moved. Lora seconded. Approved.

- XI. New Business
  - A. Microsoft 365 Migration Presentation
    - 1. Discussion
  
- XII. Opportunity for Public to Address the Board
  - 1. No public present
  
- XIII. Next meeting: Wednesday, February 26th, 2025
  
- XIV. Adjournment at 7:57