



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

1. Meeting called to order at 7:00 pm. A quorum was present.
 - a. Members present: Will Cantrell, Joanna Chopp, Jennifer Donovan, Gloria Melton, Lora Repp, Tim Scarlett
 - b. Members absent: Sylvia Matthews
 - c. Staff present: Catie Gardner, Katrina Linde-Moriarty, Fawn Lucero, Asako Nakamura, Andra Ziemnick
 - d. Guests present: Molly Skinner (Note taker)
2. Opportunity for Public to Address the Board (5 min. per person/ 30 min. total allotment)
 - a. No Public Comments
3. Approval/Additions of the Agenda
 - a. Tim motioned
 - b. Jenn seconded
 - c. Unanimous approval
4. Approval of Minutes: Jan. 22nd, 2025
 - a. Jenn motioned
 - b. Will seconded
 - c. Unanimous Approval
5. Reports and Committee Business
 - a. Director’s Report - Katrina Linde-Moriarty
 - i. Announcements/News
 - a) The Library celebrates Andra Ziemnick’s 22+year work anniversary at PLDL!
 - ii. Stats/Data

Statistic Category	Dec 2023 Monthly Count	Dec 2024 Monthly Count	Jan 2024 Monthly Count	Jan 2025 Monthly Count	+/- from Previous Year
New Library Memberships	44	18	69	65	-4/-5.8%
Program Attendance	14/1,096	15/447	18/458	15/341	-117/-25.5%



Total Door Count	4,060	3,315	4,782	4,206	-576/-12%
New Items to Collection	262	167	277	330	53/19.1%
Total Circulation	7,023	6,765	8,276	6,645	-1,631/-19.7%
Total Libby Circ	1,544	1,341	1,521	1,482	-39/-2.6%
Total Hoopla Circ	N/A	259	288	294	6/2%

iii. Programming/Outreach

- a) The Program Coordinator is pursuing multiple grants which may come to fruition later in the year.
- b) Winter Reading Program: Jan. 3rd - Feb. 7th, 2025
 - (1) 226 Kids logged and read 3229 books
 - (2) 50 Teens logged and read 475 books
 - (3) 203 Adults logged and read 1041 books
 - (4) Over 26 local businesses donated prizes for 8 gift baskets and smaller prizes.

iv. Technology

- a) Email migration occurred the week of Feb. 10th for staff and board members.
- b) 3 computers and 2 laptops were upgraded through a combination of grant and operational funds.

v. CE/Meetings/Personnel

- a) Director's Meetings
 - (1) 2 notarized documents, 1 librarian appointment, 10 internal meetings, 7 partnership meetings, 2 professional development meetings.
- b) Staff Training: Feb. 11th - In Review
 - (1) Hosted SLC staff members for circulation and technology-based training.
 - (2) Staff members from Hancock School Public Library and Munising School Public Library joined the training.
- c) Personnel Committee
 - (1) Met Feb. 4th to discuss updates and changes to the Employee Benefits section of the Employee Handbook.



- (2) Director drafted changes and submitted document to attorney for review.
- vi. Incidents at the Library/Requests from Public
 - a) 2 Incident to Report
 - (1) Staff member health issue regarding potential mold in work environment. The director is working with a laboratory to conduct mold testing within the library.
 - (2) The Director made an incorrect financial transfer between library accounts resulting in an overdraft situation with insignificant funds. The error was identified by the Director and the Business Manager successfully researched and resolved the error through reconciling the bank accounts.
 - b) Weather Related Closures: 2 Early Closures Jan. 27th and Feb. 6th
- vii. Current/Future Projects
 - a) Drafting the 25-26 Budget and 24-25 Budget Amendments.
 - b) Continuing to revise the Employee Handbook with the Personnel Committee.
- b. Finance Report
 - i. Financial Transition:
 - a) The Business Manager visited the Superior District Library to learn more about the district library's financial structures.
 - b) The Business Manager and Director have been working together to create new workflows for PLDL's financial structures to capture errors, build transparency, and create accountability through communication and review.
 - c) Notice to the Board of Director's intention to place the payroll account at Superior Nation Bank into inactive status and create a new account at Incredible Bank for payroll activities.
 - ii. Monthly Finance Reports Update
 - a) As the Business Manager reviews our finances through Quickbooks, she is double-checking and correcting entries as needed from present back through this fiscal year. Monthly reports may be slightly delayed as we refine this process through the financial transition. Patience is appreciated.



- iii. ACH Vendor Approvals
 - a) Move from BCBS of Michigan and Elain Financial
 - (1) Cover self to avoid late fees
 - b) Motion to move BCBS and EF to ACH Vendors
 - c) Move: Jenn
 - d) Second: Lora
 - e) In Favor: 6
 - f) Opposed: 0
 - g) Abstaining: 0
- c. Policy Committee
 - i. No meeting
- d. Personnel Committee
 - i. Meeting Notes
 - a) Reviewed new state requirements for sick time
 - (1) Reviewed changes needed for handbook
 - b) Review Superior District Library handbook to streamline our handbook (work in progress)
 - ii. Revisions to Employee Handbook Section 6. Employee Benefits
 - a) Sections 4-6 of employee handbook
 - b) Streamline classification
 - c) Taking out language not necessary for minors
 - d) Earned sick time leave act
 - (1) For every 30 hours any staff, they need to earn 1 hour of personal leave
 - (2) Substitutes were only employees under
 - e) We as a work culture, have observed people's birthdays as day off (birthday language similar to holiday). Now in document.
 - f) Updated holiday list
 - g) 6.6: Vacation to Personal leave, standardizing wording to make it clearer of who is being discussed.
 - h) More definition of when time is accrued
 - i) All still needs to be approved by attorney
 - (1) Email mishap
 - (2) Director recommends to pass the proposed changes unless state or federal compliance is necessary



(3) Changes need to be effective as of Friday, Feb. 21st, 2025.

j) Changes approved, with the understanding that there may be some changes made by attorney to comply with law. Any changes will be brought back to the board at a later date. (Approving living document).

k) Motioned: Tim

l) Second: Joanna

m) In favor: 6

n) Opposed: 0

o) Abstaining: 0

e. Budget Committee

i. No meeting

f. Building Committee

i. No meeting

6. Old Business

a. Microsoft 365 Migration Update

i. If you need help, reach out to the Director.

ii. Can send instructions to personal email.

7. New Business

a. Holiday Leave Correction

i. Presidents Day is a holiday (as of 2020) has not observed.

a) The director and staff would like to comp a day back but need to double check with the attorney for federal and state compliance.

ii. Emailed to attorney, how many of years back needed to correct for statute of limitation.

iii. Will be voted at the next meeting after the attorney's review.

8. Opportunity for Public to Address the Board (Optional, unlimited)

9. Adjournment

a. By Lora Repp at 7:57PM

10. Date of Next Meeting: Wednesday, March 26th, 2025