

Portage Lake District Library
58 Huron Street, Houghton, MI 49931
Board of Trustees Meeting Minutes – approved
Wednesday, March 26th, 2025 at 7pm

- I. Meeting called to order at 7:00 pm. A quorum was present.
 - A. Members present: Joanna Chopp, Jennifer Donovan, Gloria Melton, Sylvia Matthews
 - B. Members absent: Lora Repp, Will Cantrell, Tim Scarlett
 - C. Staff present: Katrina Linde-Moriarty, Andra Ziemnick, Asako, Susan, Katie
 - D. Guests present: Molly Skinner (Note taker), Joan Chadde, Denise Lansburg
- II. Opportunity for Public to Address the Board (5 min. per person/ 30 min. total allotment)
 - A. Joan Chadde: Shared Prepared Statement
 1. Thank you for the opportunity to speak tonight. Students, families, and communities gain numerous benefits from museums and libraries. Unfortunately, the Executive Branch has just cut federal funding for the Institute for Museum and Library Services that provides financial support to a wide array of cultural and educational institutions, including art, science and history museums, zoos, aquariums, botanical gardens and historic sites. Libraries of all types – public, academic, school and research – also benefit from the agency’s funding. Through grants, research and policy initiatives, the Institute helps these institutions better serve their communities. For libraries, the Institute has funded technology upgrades, such as virtual reality learning stations, AI-assisted research aids or digitization of rare books. They also pay for community programs that take place in libraries, from early childhood reading initiatives to workshops on tax preparation. We depend on Congress and the Executive Branch to make wise decisions on spending our tax dollars. I am very concerned about the random way that decisions are being made to cut federal spending on so many programs. It is very concerning that a private citizen has been appointed by the Executive Branch to make these cuts and fire thousands of federal employees without due process, in spite of his conflict of interest and lack of knowledge of what these agencies do. We have lost valuable programs that benefit US citizens. Please communicate the many benefits provided by the Portage Lake

District Library to our state and federal representatives. Your immediate attention to this very serious concern is greatly appreciated. A list of addresses is shown below.

- III. Approval/Additions of the Agenda
 - A. Gloria moves to approve
 - B. Sylvia seconds
 - C. Unanimous passing
- IV. Approval of Minutes: Feb. 26th, 2025
 - A. Sylvia moves to approve
 - B. Jenn second
 - C. Unanimous passing
- V. Reports and Committee Business
 - A. Director's Report - Katrina Linde-Moriarty (See Attached)
 - 1. Jenn: How would adjustments be made? Day by day, shift by shift
 - 2. Jenn: On our own with accounting? Yes
 - 3. New thing: department leads giving reports
 - B. Library Department Reports from Staff
 - 1. Program Coordinator's Report, Asako Nakamura
 - a) Programs and events
 - b) Partnerships and collaborations
 - (1) Collected in February
 - (2) Planning for more school-age programs
 - c) Community Engagement
 - d) Data and Metrics
 - (1) Door count down with weather and illness (graphs presented to board)
 - e) Looking ahead
 - (1) Donation from copper shore for summer reading program
 - (2) Inviting Michigan Tech Forestry Department (how does nature protect nature)
 - (3) Local community values (invite local shops and organizations)
 - 2. Youth Services and Volunteer Coordinator Report, Catie Gardner
 - a) Every library struggles with winter reading program, but this year it surpassed
 - b) Just did a bunch of collabs with city of Houghton, decorating wooden fish plaques for gardens and walkways

- c) Staff pooled money for volunteer appreciate week
 - d) Signing cards for volunteers
3. Interlibrary Loan Coordinator, Andra Ziemnick
- a) Funding in danger, makes it harder for ebooks, magazines, etc
 - b) Lent 556 things to other libraries, 60 from MeLCat
 - c) Borrowed 560, 126 from MeLCat
 - d) Would be loss to lose MeLCat
 - e) Numbers are down this year for checkouts
 - f) We would like to purchase nice display units, one kids, one YA, on adult (\$500-\$3,000 a piece)
 - (1) If you want circulation to go up, it's displays. Want to make them more interactive/more eye-catching
 - g) A lot of collection development and inventory projects
4. Circulations, Susan Autio
- a) Trained new staff
 - (1) 3 people throughout April at PLDL and Hancock
 - b) Collections development policy.
 - (1) Done, but needs formatting.
5. No board committees met between meetings.
- a) Policy committee will meet now that Sylvia is back
 - (1) Employee handbook updates
 - (2) Updated evaluation forms, Last year 12/16 staff members filled out directors
 - (3) Director would like to have staff help set goals for the coming year
 - b) Last month was email and calendar and form migration (still ongoing)

VI. Old Business

A. Holiday Leave Correction

1. The director just heard back from the attorney.
2. Issue at hand: Staff should have received Presidents Day off (6-7 years), but haven't.
3. Attorney email read by the director.
4. Staff presently impacted were surveyed: wages weren't lost they were worked.
5. Could continue up chain, would take more cost to do

6. For 2023 and 2024, it is recommended to give staff members compensation through vacation hours.
7. The financial impact would be substitute shifts (potentially 127 hours at \$14 an hour = \$1,778 Gross wages).
8. People impacted seemed happy, one individual raised concern but was not in attendance.
9. Sylvia: Motion to approve 11 affected staff members compensation in form of vacation hours
10. Joanna Seconded
11. Discussion: None
12. Unanimous passing

VII. New Business

- A. Election of Officers (Every 2 years) and Committee Appointments - Postponed
 1. Recommend postponing due to absent members
 2. Maintain current appointments for another month
 3. Jenn acting as speaker of the meeting postponing until April 2025

- B. Local Effects of Federal Funding of the Institute of Museum and Library Services
 1. Executive order eliminates funding to IMLS
 2. Funding is used different across each state
 3. In Michigan this order affects:
 - a) E-rate for technology
 - b) MeLCat recourses
 - c) MeL resources, used in library, K-12 education. Individual libraries will have to broker individual deals
 - d) Cooperative purchases: Libby, Hoopla, etc. Services
 4. Documents to share information
 - a) Speaking with Unified Voice: talking points to advocate
 - b) Press release drafted
 - (1) Gathering stories to talk to representatives
 - c) Asako prepared a celebration of 20th anniversary of MeL Cat
 5. Services can go away as soon as the end of September 2025
 6. Actionable items:
 - a) Separate meeting to develop the board's own statement.
 - b) Individual board members create their own statements.
 - c) Advised that it would be more impactful to do both and reach out to representatives.

7. Jenn has written to congress members and such as an individual
 - a) Should develop statement as board
 - b) Jenn would draft and send to others
8. Invite press to April meeting
- C. Move the April Meeting Date from April 23rd to April 30th
 1. Joanna will not be available
 2. Motion: Jenn
 3. Second: Sylvia
 4. Approved: All Unanimous
- VIII. Opportunity for Public to Address the Board (Optional, unlimited)
 - A. Joan Chadde
 1. Keweenaw indivisible - dealing with concerns
 2. March on April 5th
 3. Libraries have one thing that is predominantly funded making it easy for talking points.
 4. Information and connections shrink, not necessarily funding
- IX. Adjournment
 - A. Motion: Gloria
 - B. Second: Sylvia
 - C. Unanimous approval
 - D. 8:14PM
- X. Date of Next Meeting: Wednesday, April 30th, 2025