

Portage Lake District Library
58 Huron Street, Houghton, MI 49931
Board of Trustees Meeting Minutes – draft
Wednesday, April 30th, 2025 at 7pm

- I. Meeting called to order at 7:00 pm. A quorum was present.
 - a. Members present: Jennifer Donovan, Gloria Melton, Sylvia Matthews, Lora Repp, Tim Scarlett
 - b. Members absent: Will Cantrell, Joanna Chopp
 - c. Staff present: Boni Ashburn, Catie Gardner, Fawn Lucero, Katrina Linde-Moriarty, Asako Nakamura
 - d. Guests present: Emily Stanton (Notetaker)
 - e. Public: Britta Benedict, Sarah Green
- II. Opportunity for Public to Address the Board (5 min. per person/ 30 min. total allotment)
 - a. Sarah Green, Calumet Township but has PLDL card
 1. Visiting boards trying to get people to pay attention to the chaos in Washinton. They are concerned about funding for the Libby application. Has a newsletter.
- III. Approval/Additions of the Agenda
 - a. 1st: Jen
 - b. 2nd: Tim
 - c. Vote: Passes
- IV. Approval of Minutes: Feb. 26th, 2025
 - a. 1st: Tim – approve as amended
 - b. 2nd: Laura
 - c. Vote: Passes
 - d. Change MaL to MeL, correct guest’s last name, Gloria’s name to be corrected in the motion to adorn, remove line under B under youth services.
 - e. Move to strike –Tim
- V. Reports and Committee Business
 - a. Director’s Report - Katrina Linde-Moriarty (See Attached)
 1. Solar panel prototype on loan from Genevieve Myers, Andrew Shrock, and Darian Thomas. 60-70 watts today on a sunny day. About 35 watts is enough to power a cell phone. These students could do a needs

assessment for solar panels for the library. This could be used for grant proposals.

2. Staff celebrated volunteers of the library. There was a week-long celebration showcasing volunteer work. Staff pooled their money for each of the volunteers to get cards and \$15 gift cards to Black Ice Comics.
3. Programs attendance in February and March is up. People using bike path and stopping in.
4. Superior Fab Lab developing their own Makers Space and asked for their tool back. Circuit maker, fishing poles, button maker, and dremel tool is remaining.
5. Requested a quote from Superior Graphics for new sign for the library. They have not gotten back.
6. Tony Wilmer Heating and Cooling gave a verbal quote of software and equipment upgrades \$15,850 for upgraded HVAC. Turnaround could be a week. They suggest getting at least one. To note, PLDL doesn't own the building. Really need at least one HVAC due to heat in the summer. Would be added to the budget in an amendment. We'd probably have to break into the CDs to pay for upgrades.
 - a) 1st: Jenn
 - b) 2nd: Sonya
 - c) Unanimous approval to upgrade a single HVAC
7. Staff room is slowly tipping away from the building. Need to get an appraiser. Tim wonders about the removal of the parking deck's impact on this.
8. Migrated over to Outlook. All connections to Google suite are gone.
9. Staff training June 10. Evals by the end of May.
10. Patron smoking in women's bathroom. A smoke detector was installed, and the behavior has stopped.
11. Patron verbally harassing staff. Katrina stepped in and he hasn't come back.
12. With draw \$3000 from KCF or invest it? If not withdrawn, it will go back into the balance. It's based on the quarterly performance. Will be discussed at the budget committee meeting.

b. Library Department Reports from Staff

1. Finance Report by Fawn Lucero
 - a) Updates:

- (1) In-house bookkeeping has been successfully integrated with Business Manager procedures.
 - (2) Audiovisual lines have been corrected.
 - (3) Notes added to Finance reports will now be initialed.
 - b) Monthly Finance Report: FY 24-25 Budget vs. Actual report as of March 31
 - (1) Concerns regarding reoccurring expenses not previously budgeted for, were brought to the Director's attention.
 - (2) Additional income from the State of Michigan and Houghton County has been received.
 - (3) Copper Shores Community Health Foundation donated \$1,000 to the Summer Reading Program.
 - c) Currently working on:
 - (1) Maintaining day-to-day procedures and examining end of fiscal year numbers while preparing for FY25-26.
 - (2) Budgeting and streamlining current Chart of Accounts with the Director.
 - d) Future projects:
 - (1) Grant tracking improvements.
 - (2) PLDL/HPL reporting improvements.
 - (3) Adding Inventory to Business Manager duties.
2. Program Coordinator's Report, Asako Nakamura
 - a) During March's spring break there was programming every day with a different activity.
 - b) 30 total programs
 - c) New collab with The Bluffs, looking for a local author to visit both PLDL and The Bluffs
 - d) OMEGA House hosted a program series with 3 sessions
 - (1) Asako liked this because she felt like she was reaching all ages and not just kids
 - e) Partnership with MTU for summer reading program, plus From the Ground Farmer's Market
 - f) 2025 Michigan Notable Book author Tim Schulz will visit
 - g) Will go to Houghton Elementary May 8 during Fine Arts Night
 - h) Grant Tracker
 - (1) See attachment
 - (2) Copper Shores SPR

- i) Newsletter is now primarily handled by Paula
 - j) Event info for PLDL social media, website now managed by Asako
 - k) PR and news outlet delivery methods currently being reviewed
3. Youth Services and Volunteer Coordinator Report, Catie Gardner
- a) Summer reading program
 - (1) Fresh Coast Yoga, Portage Health Fitness Center, The Copper Country Karate Institute, Superior School of Dance have all donated prizes
 - b) Other programs
 - (1) Holly Nemiroff secured local art teacher and artist Linda Lohman for 4 art programs
 - (2) Story Time attendance seems to be recovering from the winter
 - c) Picture Book Stats
 - (1) Need more shelving in the Picture Book area
 - (2) Weeding done due to lack of shelving. At a point where she would just be throwing out books willy-nilly.
 - d) Volunteer appreciation
 - (1) Went well and volunteers appreciate the gesture
 - (2) New volunteers may be on the horizon
 - e) Friends of the Library
 - (1) Cards for old officers
 - (2) New officers
 - (a) President Nancy Verive
 - (b) VP Audrey Oja
 - (c) Treasurer Allen Kempke
 - (d) Secretary Emily Rafaelli
4. Bonni Ashburn of Hancock Public School Library
- a) 61 new signups for library cards
 - (1) 163 new signups in 2024
 - b) Hoopla use increasing
 - (1) 110 unique patrons in April 2025
 - c) Door traffic gaining
 - d) Library of things, 116 checkouts so far
 - e) New assistant Matthew
 - (1) Storytime consistent 10-15 kids per week
 - (2) Students seem to like him

- (3) New program—Jazz Jam Sessions
- f) Fourth grade from Barkell coming next week
- g) Applied to be a CBC Favorites Local Coordinator again
- h) Prepping 6th grade Kindles and adding new titles
- i) New grants
 - (1) MACC (Michigan Arts and Culture Council) \$5593 and \$1398 match
 - (2) Portage Health Auxiliary \$1000 VOX Books
- j) Volunteers
 - (1) Jean Battle (new)
 - (2) Erica Rouser (old)
- c. Board Committee Reports and Business Items
 - 1. Personnel Committee
 - a) Streamlined director's review evaluation
 - (1) Two pages instead of 6
 - b) Revising staff survey
 - (1) Will try to get that out mid-May
 - c) Meeting Notes from April 25th
 - (1) Met last Friday to revise employee handbook to comply with new state law
 - d) Action Item: Employee Handbook Sections 4-6 Updates
 - (1) Only significant change is to take out cap of personal time used due to state laws.
 - (2) 1st: Tim
 - (3) 2nd: Jen
 - (4) Vote: All approve unanimously

VI. Old Business

- a. Election of Officers (Every 2 years)
 - 1. Lora wants to step down as president. Jenn doesn't want to be president. Sylvia is willing.
 - 2. Call for Appointments
 - a) President: Sylvia Matthews
 - b) Vice-President: Jennifer Donovan
 - c) Secretary: Lora Repp
 - d) Treasurer: Tim Scarlett
 - 3. Roll Call Vote

Jennifer Donovan	Y	Lora Repp	Y	Sylvia Matthews	Y	Joanna Chopp	
Gloria Melton	Y	Tim Scarlett	Y	Will Cantrell			

b. Committee Appointments

1. Discussion
2. Call for Appointments
 - a) Budget Committee: Tim Scarlett, Will Cantrell
 - b) Personnel Committee: Jennifer Donovan, Sylvia Matthews, Lora Repp
 - c) Policy Committee: Lora Repp, Joanna Chopp, Will Cantrell
 - d) Building Committee: Jennifer Donovan, Tim Scarlett, Joanna Chopp
 - e) 1st: Jenn
 - f) 2nd: Lora
 - g) Roll Call Vote

Jennifer Donovan	Y	Lora Repp	Y	Sylvia Matthews	Y	Joanna Chopp	
Gloria Melton	Y	Tim Scarlett	Y	Will Cantrell			

c. Federal Funding of the IMLS Update and Statement

1. **Statement on federal funding cuts for libraries**

The Board of Trustees of the Portage Lake District Library wants to express its deep concern about a federal executive order mandating funding cuts for the Institute of Museum and Library Services (IMLS), which supports vital services for libraries nationwide. These cuts would impact the Michigan Electronic Library (MeL and MeLCat) – a centralized catalog and resource-sharing service (inter-library loan) created to lend and share materials among all types of libraries in Michigan. MeL databases are used extensively by academic, school and public libraries and their patrons.

We strongly object to these funding cuts and support the Michigan Library Association (MLA) and the American Library Association (ALA) in imploring President Trump to rescind this Executive Order. Our goal, like the MLA's and ALA's, is to ensure that the IMLS continues to fund worthy and essential

library, museum, and archival programs that benefit our community.

2. Tim suggests adding a statistic of MeLCat usage to the end of the statement "In the last year, this many items were borrowed, this many were lent out."
3. Sarah Green suggests adding a statement on the importance of MeLCat for rural libraries and add the date of the EO.
4. Jenn will revise it before it is posted to the public. Katrina and Asako will make press release and send to the media/representatives. Bonnie will get stats from Hancock Public School Library.
5. 1st: Lora
6. 2nd: Sylvia
7. Vote: Unanimous approval

VII. New Business

- a. None

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

- a. None

IX. Adjournment

- a. President adjourned the meeting

X. Date of Next Meeting: Wednesday, May 28th, 2025