

**Portage Lake District Library**  
**58 Huron Street, Houghton, MI 49931**  
**Board of Trustees Meeting Minutes – draft**  
**Wednesday, June 25th, 2025 at 7pm**

- I. The meeting was called to order at 7:00 pm. A quorum was present.
  - A. Members present: Joanna Chopp, Gloria Melton, Sylvia Matthews, Lora Repp, Tim Scarlett (virtual)
  - B. Members absent: Jennifer Donovan
  - C. Staff present: Catie Gardner, Susan Autio, Fawn Lucero, Katrina Linde-Moriarty, Asako Nakamura, Andra Ziemnick, Paula McCambridge, Anna Leppanen
  - D. Guests present: Emily Stanton (Notetaker)
  - E. Public: None
- II. Opportunity for Public to Address the Board (5 min. per person/ 30 min. total allotment)
  - A. Mary Cominski, a Houghton resident, disagrees with the rising cost of printing. Says that the millage should cover this cost and that she can't afford to pay 40 cents a copy. She asks for the printing costs to stay the same.
- III. Approval/Additions of the Agenda
  - A. 1st: Gloria
  - B. 2nd: Lora
  - C. Discussion: Add another meeting for the personnel committee
  - D. Vote: Passes unanimously
- IV. Approval of Minutes: May 28th, 2025
  - A. 1st: Lora
  - B. 2nd: Joanna
  - C. Discussion:
  - D. Vote: Approved unanimously
- V. Reports and Committee Business
  - A. Director's Report - Katrina Linde-Moriarty (Attached)
    - 1. Katrina thanks the board and staff and wishes them well in lieu of their departure
    - 2. Copper Country Today interview to talk about summer reading program
    - 3. Sylvia, Asako, and Katrina met with Copper Shores to get advice for nonprofit fundraising

4. Asako and Katrina also met with Keweenaw Community Foundation for nonprofit fundraising advice
5. Staff training meeting allowed staff to meet individually with the retirement rep
6. There was an incident where a patron had to be banned from the library for sexual harassment of a staff member. Police were notified after the incident that this former patron had been trespassed from the library
7. Katrina has been preparing for their departure from the library with documentation

B. Library Department Reports from Staff

1. Business Manager's Report – Fawn Lucero (Attached)
  - a) Budget
2. Youth Services' Report – Catie Gardner (Attached)
  - a) 366 attendees for summer reading kick off
  - b) 800 logs given out
  - c) DnD group run by and for teens
3. Program Coordinator's Report – Asako Nakamura (Attached)
  - a) Summer reading program
  - b) 22 programs in May

C. Personnel Committee

1. Notes from Meetings
2. Sylvia has been meeting weekly with Fawn and Susan discussing fundraising and future actions of the board
3. Finalizing the library director job position on Friday June 27 and posting it

D. Budget Committee

1. Notes from June 20<sup>th</sup> Meeting
2. Working meeting last Friday for the budget
  - a) Lora, Sylvia, Jenn, Joanna, and Tim and Will appeared virtually
  - b) Fawn, Susan, Katrina, Andra, and Catie
3. It was determined that the board should vote to reduce held funds from 50 to 45% to keep the library in compliance and staff raises were also discussed to keep up with the cost of living and improve morale

VI. Old Business

A. 25-26 Budget & 24-25 Budget Amendments

1. 1st: Lora
2. 2nd: Glorinda

3. Discussion: Katrina recommends that the amendments be approved and that the budget be approved. Lora agrees.

4. Vote: Passes unanimously

B. Cash-in-Lieu Medical Insurance Policy

1. 1st: Joanna with the amendment of backdating

2. 2nd: Lora

3. Discussion: About \$9000 is being saved by the library by having two qualifying staff members receive health insurance elsewhere. There was no documentation on these policies. Katrina would like documentation on these policies to be enacted. Their suggestion is for the library to cover 20% of the monthly amount for the average employee of 45 years.

Premium insurance policy needs to be amended for this. The cash-in-lieu would be distributed over the first two paychecks. There was discussion on when the effective date of this policy would be—whether it would be backdated or begin at the start of the next fiscal year. Effective date: beginning of the 2024-2025 fiscal year (July 1, 2024)

4. Vote: Passes unanimously

VII. New Business

A. Fund Balance Policy Update

1. 1st: Lora

2. 2nd: Sylvia

3. Discussion: Committed fund balance shall be no less than 45% (changing from 50%) of the next fiscal year operation budget

4. Vote: Approved unanimously

B. 2025 L-4029 Tax Rate Request Form

1. 1st: Lora

2. 2nd: Joanna

3. Discussion: Katrina recommends approving the drafted tax form and levy the millage rate of 1.9437

4. Vote: Passes unanimously

C. Add Monthly Board Meeting July 23<sup>rd</sup> or 30<sup>th</sup>

1. 1st: Sylvia

2. 2nd: Lora

3. Discussion: Katrina recommends that due to the transitional period and their upcoming absence, that there be a July meeting. Sylvia suggests July 23.

4. Vote: Passes unanimously

- VIII. Opportunity for Public to Address the Board (Optional, unlimited)
  - A. Paula states that the employee handbook is vague, and she requests prioritizing employee handbook policies. Paula also states that policies/changes affecting employees should be presented to the board and staff as soon as possible.
  - B. Emily can take notes in July but cannot from then on out.
- IX. Closed session
  - A. Motion for closed session with board and Susan and Fawn
  - B. 1st: Lora
  - C. 2nd: Sylvia
  - D. Passes unanimously
- X. Opened session
  - A. Motion to open session
  - B. 1st: Lora
  - C. 2nd: Gloria
  - D. Passes unanimously
- XI. Susan and Fawn increasing pay additional \$8 per hour beginning June 26 due to their new positions as interim co-directors
  - A. Motion to approve pay increases
  - B. 1st: Lora
  - C. 2nd: Gloria
  - D. Passes unanimously
- XII. Adjournment
  - A. Motion to Adjourn.
  - B. 1st: Lora
  - C. 2nd: Gloria
- XIII. Date of Next Meeting: Wednesday, July 23rd, 2025