Portage Lake District Library

58 Huron Street, Houghton, MI 49931

Board Of Trustees Meeting Minutes – Approved

Wednesday, July 23rd, 2025, at 7:00pm

I. The meeting was called to order at 7:00pm. A quorum was present.

A. Members present: Sylvia Matthews, Lora Repp. Jennifer Donavon, Tim Scarlett, Will Cantrell, Joanna Chopp
B. Members absent: Gloria Melton
C. Staff present: Fawn Lucero, Susan Autio, Catie Gardner, Paula McCambridge
D. Guests present: Emily Stanton (Minutes taker)
E. Public: None

II. Opportunity for Public to address the Board (5 min.per person – 30 total allotment)

A. No public present

III. Approval/Additions of the Agenda

A. 1st: Jennifer Donavon
B. 2nd: Lora Repp
Passed

IV. Approval of Minutes: June 25th, 2025

A. 1st: Lora Repp
B. 2nd: Sylvia Matthews
Passed

V. Reports and Committee Business

A. Personnel Commitee

1. Director's position posted

2. Sylvia reported there have been 5 applicants received for the new Director's position

3. A committee made up of staff, Andra Ziemnick, Boni Ashburn, and Susan Autio will also be involved in the interview process

VI. Co-Interim Directors reports (attached)

A. Susan Autio
B. Fawn Lucero
C. Library Department Reports from Staff

1. Youth Services/ Volunteer Coordinator Report-Catie Gardner (attached) 2. Program Coordinator Report (attached)

VII. Old Business

A. MI Class Investments group – Jeff Anderson

1. Discussion for PLDL to join
   a. First: Tim Scarlett
   b. Second: Will Cantrell
      Passed

B. HVAC System

1. Contractor is waiting for a part

C. CD Maturity dates and what to do with the funds

1. Susan will contact bank to confirm maturity dates

D. Removal of former Director's name from financial institution accounts

1. Former Director's name Katrina Linde-Moriarty's name will be removed from all Incredible Bank accounts

2. Susan will call bank

a. 1st: Sylvia Matthews

b. 2nd: Jennifer Donavon

Passed

VIII. New Business

A. Outside Library sign replacement

1. Working with two companies on quotes for a new sign
2. Discussed safety concerns about the remaining old sign. Susan spoke with Building Specialist Leonard Schwandt. He said a special ladder that can reach the sign would need to be used. It was discussed that Leonard can do what or hire who is needed to

assess the sign's condition.

1st: Will Cantrell

2nd: Tim Scarlett

Passed

B. New minutes taker needed after tonight's meeting

1. Paula M. will create a job notice and post it on FB, Instagram and flyers
2. Sylvia will talk to Friends of The Library about position
3. PLDL staff members cannot apply

C. Keweenaw Community Foundation

1. Discussion of spendable balance in endowment
2. Agreement to take out the spendable balance

1st: Lora Repp

2nd: Tim Scarlett Passed

D. Fundraising

1. Sylvia would like a new committee formed to create fundraising opportunities. She suggested possibly having 2 Board members, a staff member and a FOL member

I. Opportunity For Public to Address the Board

(optional) II. Adjournment

III. Date of next meeting Wednesday, August 24, 2025