

Portage Lake District Library Board of Trustees
Meeting Minutes
September 24, 2025 – 7:00 PM

The regular meeting of the Portage Lake District Library Board of Trustees was called to order by President Sylvia Matthews on September 24, 2025, at 7:04 PM in the Portage Lake District Library Community Room. Board members present were Sylvia Matthews, Jennifer Donovan, Timothy Scarlett, Lora Repp, Will Cantrell, Gloria Melton, and Joanna Chopp.

Staff members present were Susan Autio, Fawn Lucero, Catie Gardner, Andra Ziemnick, and Paula McCambridge. Guests present were Nancy Verive.

No public members addressed the board, nor was there any board correspondence.

Motion by Scarlett, supported by Donavon to approve the agenda as presented. Motion passed unanimously.

Motion by Repp, supported by Scarlett to approve the minutes, with a correction to the last page changing the date of the next meeting to September 24, 2025. Motion passed unanimously.

Reports and Committee Business:

- A. Co-Interim Director Report – Susan Autio – A written report was included in the packet. Susan also gave a verbal report and answered board member questions.
- B. Financial Report – Business Manager - Fawn Lucero – A written report was included in the packet. Fawn also gave a verbal report and answered board member questions.
- C. Library Staff Department Reports
 - a. Youth Services Coordinator – Catie Gardner – A written report was included in the packet.
 - b. Inter-Library Loan Coordinator – Andra Ziemnick – Andra gave a verbal report to the board.
 - c. Program Coordinator – Asako Nakamura – A written report was included in the packet.
- D. Board Committee Updates and Discussion:
 - a. Budget Committee – Donations, MIClass – Tim gave an update on the recent meeting of the budget committee, including information about recent donations.
 - b. Personnel Committee – Director Search update – Sylvia gave an update on the director search. Round one interviews have taken place. Job is still advertised with an extension to apply by to widen the pool of applicants.
 - c. Policy Committee – Committee has not met; likely will not meet until a new director is selected unless there is a need to change/clarify a current policy.
 - d. Building Committee – Committee has not met. Members include Jennifer Donavon, Tim Scarlett, and Joanna Chopp.

President Sylvia Matthews declared the Board Committee Updates as accepted by declaring 'so moved'.

Old Business:

- A. Outside Library Sign Replacement – A sign concept from Industrial Graphics was included in the packet. Industrial Graphics took down the old sign, there were bolts that were missing, making it dangerous. A new sign was budgeted for around \$5,000. Signs for new clients are taking around 8 – 10 weeks.
- B. HVAC System – Tony Wilmers is ~~not able to get parts~~ working on getting parts for the current system. A new system **estimate** is needed.
- C. CD Maturity Dates correction – The CD maturity date isn't until next year, July 2026. Discussion on whether to close the current CD and take the penalties and open an account with MIClass to earn more interest.
Motion by Scarlett, supported by Repp to close the CD totaling \$12,831.55 at Superior National Bank. Motion passed unanimously.
- D. Keweenaw Community Foundation Disbursement – Discussed under the Financial Report; the annual distribution check was received in August 2025.

New Business:

- A. New Meeting Minutes Taker – Christa Gardner – Welcomed and introduced to the board.
- B. Create a Fundraising Committee – A desire to establish a fundraising committee has been made. Board members Will Cantrell and Timothy Scarlett, Friends of the PLDL President Nancy Verive, and staff member Paula McCambridge will serve as committee members, and will work with the Friends of the Library.

Opportunity for Public to Address the Board:

- A. Staff member Paula McCambridge gave an update about promoting library activities, sharing stories and thanking volunteers on WMPT Radio every other week. Additional ideas were discussed to include library wish list items.
Friend of the Library President Nancy Verive talked about a fundraiser to be held in February 2026 during the MTU Winter Carnival Torch Parade/Fireworks. People can attend by purchasing a ticket, with an opportunity to make donations presented during the event. Light hors d'oeuvres and mocktails would be served.
Interim co-director Susan Autio wanted to make sure that the board knew that the staff is doing a great job. Between not having a director, staff illnesses, and being short staffed, everyone on the staff is pulling together.

Adjournment: President Sylvia Matthews declared the meeting adjourned at 8:28 PM.

The next meeting will take place on Wednesday, October 22, 2025, at 7:00 PM at the Portage Lake District Library Community Room.