

Portage Lake District Library Board of Trustees
Meeting Minutes
February 25, 2026 – 7:00 PM

The regular meeting of the Portage Lake District Library Board of Trustees was called to order by President Sylvia Matthews on February 25, 2026, at 7:00 PM in the Portage Lake District Library Community Room. Board members present were Sylvia Matthews, Timothy Scarlett, Lora Repp, Jennifer Donovan, Gloria Melton, and Joanna Chopp. Absent was Will Cantrell.

Staff members present were Susan Autio, Fawn Lucero, Catie Gardner, Holly Nemiroff, Paula McCambridge, and Anna Leppanen.

Opportunity for Public to Address the Board: There were no guests present.

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

Motion by Repp, supported by Chopp, to accept the meeting minutes from January 28, 2026, board meeting. 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.
- B. Financial Report – Business Manager/Co-Interim Director - Fawn Lucero – A written report was included in the packet. Fawn reported that a letter was received from the Michigan Department of Treasury, requesting a corrective action plan for deficiencies identified during the audit. The auditors drafted a reply on behalf of the library, which will meet the requirements for the request. The budget committee will meet next week to address this issue.
- C. Library Staff Department Reports
 - a. Youth Services Coordinator – Catie Gardner – A verbal report was given by Catie. She reported that the Winter Reading Program has ended. She and Paula are now Business Portfolio Managers of PLDL’s Meta/Facebook, replacing staff no longer with the library. Volunteer Appreciation Week is in April. A system is now set up for Fawn to have the capability to work from home when needed. Options for replacing the Community Room projector are still being researched.
- D. Staff Input – Holly Nemiroff – Holly gave a verbal report, reporting that “Take Your Child to the Library” day and the sled dog visit were both well attended. The library will be recognizing Pi Day and Earth Hour, partnering with MTU Sustainability and Copper Country Recycling Initiative.
Paula McCambridge – Paula gave a verbal report that work continues to improve the library’s social media presence. The social media policy is posted, and best practice documents are being developed. Work continues to find creative ways to present informational posts. The number of followers is increasing. There is a plan to send out brief surveys on social media preferences of library patrons.

E. Board Committee Updates and Discussion:

- a. Budget Committee – There is a meeting scheduled for next Thursday.
- b. Personnel Committee – There was discussion about the employment agreement for Sheila Collins, and the desire for the board to terminate it. Motion by Scarlett, supported by Donovan, to terminate the employment agreement between the Portage Lake District Library and Sheila Collins, as recommended by the library legal counsel. Motion passed unanimously.
The Personnel Committee will resume the search for a director. Joanna volunteered to serve as an alternate member of the search committee when any members are unavailable.
- c. Policy Committee – No report.
- d. Building Committee – Tim shared concerns about the snow accumulation on the library roof. He will consult with an engineer to determine the necessity of having the snow removed.
- e. Fundraising Committee – Catie reported that the president of the Friends of the Library has resigned, and that the current Vice President will now be taking over that role.

Old Business:

- A. Trustee Terms – Sylvia Matthews, Gloria Melton – Sylvia has been renewed by Portage Township as a PLDL board member. Gloria will be stepping away from the Board. She reflected on her years of service and shared that libraries have been special to her since childhood. Board members and staff took an opportunity to thank Gloria for her tireless work on behalf of the library.

New Business:

- A. Contract with Superior District Library – Discussion took place regarding the possibility of contracting with Lisa Waskin, Director of Superior District Library, to assist the library with budget development and serve as an advisor to members of the search committee. If the library does not have a director in place with an MLIS degree by the end of June 2026, there would be cuts in state funding. Having Ms. Waskin, who has an MLIS degree, on board as a consultant, may satisfy that state requirement. Motion by Donovan, supported by Scarlett, for the library to contract with Lisa Waskin at an agreed rate for consultation and advising as needed. Motion passed unanimously.

Adjournment: Motion by Scarlett, supported by Repp, to adjourn the meeting at 8:20 PM. Motion passed unanimously.

The next meeting will take place on Wednesday, March 25, 2026, at 7:00 PM at the Portage Lake District Library Community Room.