

Portage Lake District Library Board of Trustees
Meeting Minutes
April 22, 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 April 22, 2026, at 7:03 PM in the Portage Lake District Library Community Room. Board members present were Sylvia Matthews, Jennifer Donovan, Joanna Chopp, Will Cantrell, and Allison Neely. Absent was Lora Repp and Timothy Scarlett.

No guests were present at the meeting.

Staff members present were Susan Autio, Fawn Lucero, Catie Gardner, and Holly Nemiroff.

Opportunity for Public to Address the Board: No public was present to address the board.

Motion by Chopp, supported by Donovan, to approve the agenda with an amendment under Old Business, 3. Contract for Lisa Waskin. Motion passed unanimously.

Motion by Donovan, supported by Chopp, to accept the meeting minutes from March 25, 2026, board meeting. Motion passed unanimously.

Audit Presentation by Anderson and Tackman via Outlook Meetings – Financial audit for 2025 was performed. The results of the audit were shared with the board. There were recommendations by the auditors that were included in the report for the board to consider. Overall, it was a pretty good audit, and things seem to be doing well.

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. She also mentioned that the new library sign will be installed on the last weekend in May, in time for the anniversary.
- B. Financial Report – Business Manager/Co-Interim Director - Fawn Lucero – A written report was included in the packet. Fawn also gave a verbal report. An estimate was received for a complete replacement for the HVAC system, and it came in at \$146,736.00. There have been multiple donations received in memory of a former library patron, Art Parzych.
- C. Library Staff Department Reports
 - a. Youth Services Coordinator – Catie Gardner – A written report was included in the packet. A verbal report was also given by Catie. Holly and Catie submitted a grant application to host a “Summerween” Event. Additional events are upcoming with the City of Houghton and the 20th Anniversary. The staff enjoyed a staff appreciation lunch for National Library Workers Day, hosted by the Friends of the Library.
- D. Staff Input – Holly Nemiroff – Holly gave a verbal report, mentioning the hard-working volunteers that work in the library. Staff contributed toward gift cards that they will present to them.

E. Board Committee Updates and Discussion:

- a. Budget Committee – No meeting has taken place. Will mentioned the fact that the City of Houghton owns the library building, and that there are perhaps options for them to sell and give a good deal, or even possibly donate. More information is being sought.
- b. Personnel Committee – Director search updates – Sylvia has a copy of the job description for the director that was updated by Lisa Waskin since the old one was very outdated. Board members reviewed the description.
Motion by Donovan, supported by Chopp to accept the presented director job description, allowing room for typos being corrected. Motion passed unanimously.
- c. Policy Committee – No meeting has taken place.
- d. Building Committee – No meeting has taken place.
- e. Fundraising Committee – Catie updated that the Friends of the Library will be holding a book sale in June. She also reported that the Friends will see if they can get merchandise together to sell in time for the 20th anniversary.

Old Business:

- A. MIClass – Sylvia updated the board about the continuing challenge to log in to the library’s account. There is a technical issue, and Sylvia will continue working on getting this account set up. Will is also authorized to create a log in, so he will investigate trying it on his end.
- B. Hancock – The contract with them expires on June 30, 2026. Sylvia met with the Hancock School Library Manager, as well as the Hancock Principal, which went well. She also attended the Hancock School Board Meeting and heard the presentation on the contract. The board did not decide at that meeting, and it was uncertain when they would discuss or vote on the contract.
- C. Contract for Lisa Waskin – Sylvia discussed the need for a contract to be in place for Lisa and spoke with the library attorney about having one drawn up. She hasn’t heard back yet and has investigated creating a contract herself. The board discussed how to pay her for her time, whether she gets a lump sum or gets paid hourly.

New Business:

- A. New Board Member Allison Neely – Allison was introduced to the board, and Sylvia swore her in to begin her appointment.
- B. Keweenaw Community Foundation Fund Statement for January 1 – March 31 – Sylvia received a statement, and the library received a check.
- C. Committee Appointments Renewal – Committee appointments need to be renewed every four years. The committee appointments are as follows: Building Committee consists of Tim Scarlett and Joanna Chopp; Budget Committee consists of Tim Scarlett and Will Cantrell; Personnel Committee consists of Jennifer Donovan, Sylvia Matthews, and Lora Repp; Policy Committee consists of Lora Repp, Joanna Chopp, and Allison Neely; Fundraising Committee consists of Tim Scarlett as the Board Representative.

Adjournment: Motion by Donovan, supported by Chopp, to adjourn the meeting at 8:13 PM. Motion passed unanimously.

The next regular meeting will take place on Wednesday, May 27, 2026, at 7:00 PM at the Portage Lake District Library Community Room.