Portage Lake District Library Board of Trustees
Meeting Minutes
May 27, 2026 – 7:00 PM

The regular meeting of the Portage Lake District Library Board of Trustees was called to order by Vice President Jennifer Donovan on May 27, 2026, at 7:04 PM in the Portage Lake District Library Community Room. Board members present were Jennifer Donovan, Lora Repp, Joanna Chopp, Will Cantrell, and Allison Neely. Board member Tim Scarlett joined the meeting via Microsoft Teams. Absent was Sylvia Matthews.

Guests present were Britta Benedict, Jean Battle, and one other unidentified guest.

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

Opportunity for Public to Address the Board: Britta Benedict, Friends of the Library President shared that the Friends book sale is coming up. They also ordered some "campfire" coffee mugs to sell at the sale as well. There will also be an initial meeting to discuss a fundraiser that will take place during the Winter Carnival Torch Parade and fireworks, which will be on June 16 at 6:30 PM.

Motion by Repp, supported by Chopp, to approve the agenda with the addition of a second public comment period after New Business. Motion passed unanimously.

Motion by Cantrell, supported by Chopp, to accept the meeting minutes from April 22, 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 also gave a verbal report. A State Aid check was received and split between the PLDL and Hancock Library. There was also a dedicated donation of $2,000 for a wooden book spine. The budget is currently not showing the deficit that was originally predicted, (there currently is not a deficit at all), which is good news.
C. Library Staff Department Reports
    a. Youth Services Coordinator – Catie Gardner –A verbal report was given by Catie. The projector is now installed. Catie and Holly are preparing for the Summer Reading program. The 20th anniversary planning is also going well, which will take place June 10 at 5:00 PM.
D. Staff Input – Holly Nemiroff – Holly mentioned that the summer reading program kick off will take place on June 13.
   Paula McCambridge – shared information about the library social media, and the level of community engagement. She also shared that they are currently making a switch over to Mail Chimp for the library newsletter. They are going to be sending a special edition of the newsletter for the 20th anniversary. There are collaborations that are going well (Friends of the Library and Keweenaw Co-op, for example).

A discussion also took place about how to potentially get ahead of potential bad press, following a story in the Daily Mining Gazette that contained inaccurate information.

E. Board Committee Updates and Discussion:
    a. Budget Committee – Hancock Library Contract – Will shared that him, Tim, and Joanna attended the Hancock City Commission meeting. Members of the public came and spoke in favor of the Hancock library during that meeting. He also shared that PLDL covers their costs but makes no money from the contracted relationship between the two libraries. Tim also said that good things came from his public comments at the Houghton City Commission meeting and will be working with the City Manager to work towards positive solutions for the library.
    b. Personnel Committee – Director search updates – Information shared under New Business.
    c. Policy Committee – A meeting will be set to discuss new language for a policy about use of meeting rooms.
    d. Building Committee – No meeting has taken place.
    e. Fundraising Committee – The current effort is getting the book sale by the Friends of the Library is taking place. They will also be involved in the fundraiser that will take place during the Winter Carnival Torch Parade and fireworks.

Old Business:

A. New Projector Installed – Previously reported under the Youth Services Coordinator report.
B. MIClass – Susan and Fawn were finally able to get the account access to work, and the money moved into the investment account.

New Business:

A. Designate Lisa Waskin as Part-Time Interim Director for assurance of State Aid eligibility – Motion by Repp, supported by Cantrell to appoint Lisa Waskin as the Part-Time Interim Director of PLDL. Motion passed unanimously.
B. Approve closure of library for an all-day staff training with Lisa Waskin – Lisa requested an all-day closure for a staff training to get internal things prepared for a new director. Motion by Cantrell, supported by Chopp to approve an all-day closure for Lisa Waskin to have a training day with the staff, date to be determined at a later date. Motion passed unanimously.
C. Add a stipulation to Meeting Rooms policy – no for-profit – The current policy states that the community room cannot be used in a for-profit way, and the request is to include the new meeting rooms that were built during the remodel in the language of the policy. The policy committee will need to meet about the proposed changes to present to the board later.
D. Director Search Update – Joanna shared that only one application has been received so far. They are still working on advertising the position, and the date was extended to receive additional applications until June 21.

Opportunity for the Public to Address the Board: Jean Battle, a resident of Hancock, came tonight in support of the Hancock library to continue as a public library. She also asked a question for clarification about the draft budget that was posted on the website.

Adjournment: Motion by Cantrellto adjourn the meeting at 7:54 PM. Motion passed unanimously.

The next regular meeting will take place on Wednesday, June 24, 2026, at 7:00 PM at the Portage Lake District Library Community Room.