Portage Lake District Library Board of Trustees
Meeting Minutes
September 23, 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 September 23, 2026, at 7:00 PM in the Portage Lake District Library Community Room. Board members present were Sylvia Matthews, Tim Scarlett, Will Cantrell, Joanna Chopp, and Allison Neely. Absent was Lora Repp.

Guests present were Grace Gardner. Media present were Chelsie Bossert.

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

Opportunity for Public to Address the Board: Grace Gardner, Vice President of The PLDL Friends of the Library. This month is ~~Sign-up for a Library Card month~~ Library Card Sign Up Month. There was a game night, first one, it was a success. There is an on-going raffle. Next fireworks fundraiser meeting is scheduled for October 20.

Motion by Scarlett, supported by Neely to approve the agenda, with changes under Old Business, A. New Board Member, and item X. Opportunity for Public to Address the Board (unlimited). Motion passed unanimously.

Motion by Scarlett, supported by Chopp, to accept the meeting minutes from August 26, 2026, board meeting. Motion passed unanimously.

Closed Session- Discussion of Confidential Attorney/Client Privilege Written Legal Opinion At 7:15 with PLDL Attorney
Motion by Scarlett, supported by Cantrell for the board to go into Closed Session at 7:08 PM, pursuant to MCL 15.268(1)(h) to consider the written legal opinion of the library's attorney. Roll call vote: 6 yea; 0 nay. Motion passed unanimously.

Following the Closed Session, motion by Scarlett, supported by Cantrell at 7:44 PM, to go back into open session. Roll call vote: 6 yea; 0 nay. Motion passed unanimously.

Motion by Cantrell, supported by Scarlett for the Board to take action to follow the advice contained in the written legal opinion of the Board's legal counsel. Roll call vote: 6 yea; 0 nay. Motion passed unanimously.

Reports and Committee Business:

A. Director Report – Alyssa Cleland – A written report was included in the packet. Alyssa also gave a verbal report.
B. Financial Report – Business Manager - Fawn Lucero – A written report was included in the packet. Fawn also gave a verbal report.

C. Hancock District Library Manager – Boni Ashburn – Boni gave a verbal report. The used book sale happened, very successful. Summer reading program was also successful. All English classes have already been through the library in the first two weeks of school. There was some maintenance on the sidewalk by the entry door, and it's causing issues for people entering, especially on a windy day. Boni won "Librarian of the Year". She has also attended conferences and workshops. Representatives from the library have also attended various township meetings to speak about the upcoming millage, with mixed results.

D. Library Staff Department Reports
    a. Youth Services & Volunteer Coordinator – Catie Gardner –A verbal report was given by Catie. Catie is currently working on social media and Newsletter, filling in for a staff member who left. There are two new people starting to volunteer.
    b. Inter-Library Loan Services Specialist – Andra Ziemnick – A verbal report was given by Andra. She gave some statistics, showing everything is trending up.

E. Staff Input – No additional staff input was received.

F. Board Committee Updates and Discussion:
    a. Budget Committee – Meeting scheduled for September 28, 2026.
    b. Personnel Committee – Needs to meet but waiting for Lora Repp who is currently out of town.
    c. Policy Committee – No meeting.
    d. Building Committee – MML Appraiser Visit on September 24, 2026, at 8:00 AM.
    e. Fundraising Committee – No report.

Old Business:

A. New Board Member – Applications were due by September 14, 2026, to the City of Houghton. Last we knew, there was one person that applied, but nothing further has been communicated.

New Business:

A. Office Area Carpet Installation – (approval of closure days required) – A bid was received for approximately $2,400 from Dollar Bay Linoleum and Tile to install new carpeting in the office area. Because all furniture needs to be removed from the area, there will need to be days of closure for the work to get done.
   Motion by Scarlett, supported by Chopp to approve the needed day/days of closures to get this project done. Motion passed unanimously.
B. Approval to transfer our audit services to the company under their new name, A. Cedric and Michaels (formerly Anderson, Tackman, & Co.) – Motion by Scarlett, supported by Neely the transfer of audit services under the new company name. Motion passed unanimously.
C. Review and approval of completed L-4029 form (authorizes county to levy taxes based on millage parameters) – Motion by Cantrell, supported by Chopp to approve the L-4029 for the millage to be levied on December 1. Motion passed unanimously.
D. Personnel Wages – Discussion needs to take place as to how long Susan and Fawn continue to receive the additional pay they were receiving during the time they were co-interim directors. Alyssa spoke to the need for them to continue assisting her with the transition and onboarding as the director. Will mentioned that the personnel committee needs to meet, and in doing so all employee wages will need to

be examined and suggested that the board do not act at this meeting, and things can remain as-is for now.

Sylvia shared that she was recently in the library during the International Children's Festival, and how festive and exciting it was. She shared an email from a patron that highly praised the staff for how attentive they were during their time using the community room.

Motion by Cantrell, supported by Scarlett, that the board agrees that the Library Director does not need to attend the MLA conference this year (as it states in her contract). Motion passed unanimously.

Opportunity for the Public to Address the Board: No public comment was presented.

Adjournment: Motion by Scarlett, supported by Chopp to adjourn the meeting at 8:40 PM. Motion passed unanimously.

The next regular meeting will take place on Wednesday, October 28, 2026, at 7:00 PM at the Portage Lake District Library Community Room.