

# MINUTES

From the May 20, 2024  
Regular Board Meeting

## I. Start of Meeting

## II. Roll Call

## III. Board Members Present: Board Members Absent: Library Staff Present:

**Board Members Present:** Ken Baker, Michele Behr, Jeanne Friedman, Cara Terry, Tom Vance, Donna VanderVries, and Linda Whitlock

**Library Staff Present:** Library Director Christy Klien, Rolfe Behrje, Quyen Edwards, , Lawrence Kapture, Doran Lefaive, Abby Pylar, Colin Whitehurst, and Laura Wright

**Library Staff Absent:** Rob Foti and Steve Rossio

## IV. Comments or Requests from the Public, Board Members, or Library Staff

Library Board Chair Tom Vance welcomed everyone to the May 20, 2024 Library Board Meeting. He asked if anyone present had any comments and there were none.

## V. Adoption of the Agenda for the Regular Meeting of May 20, 2024

Library Board Chair Vance asked if there were any changes to the agenda before its adoption and there were none. Vance asked for a motion to adopt the agenda.

**MOTION:** It was moved by Trustee Baker and supported by Trustee Behr that the Library Board adopt the agenda for the regular meeting of May 20, 2024. Vote 7-Yes, 0-No, 0-Absent. Motion carried.

## I. Board Meeting Guest

### A. Guest Kim Phillips, Director of Senior Citizen Services, City of Portage

Kim Phillips thanked Board Chair Vance and trustees for the invitation to the May Board Meeting. She said that this year she is celebrating her 10 year anniversary of employment at the Portage Senior Center and 2 years in the new facility. There have been a lot of changes over those years going from 7,000 sq. feet in the original building to 36,000 sq feet in the new building. The additional space has helped the Senior Center membership grow from 1,400 to over 4,000 members as of this month! Phillips commented that she and her staff were expecting membership to grow at the new location, but didn't expect it to happen so quickly. As a result of the growth in membership, the staff has also grown from 6 to 18 people.

The Zhang Portage Senior Center is the first ever 50/50 public/private partnership for a senior center. Phillips said that she recently presented at a conference about our community's model for a senior enter - it is a place for active aging and if you build it, participants will come.

Phillips said seniors over the age of 50 don't have to live in Portage to be a member. The membership cost is \$30 per year for a resident and \$40 per year for a non-resident. She welcomed anyone who hasn't visited the new sernior center yet to come in for a tour to see the multipurpose rooms, classrooms, and fitness center. Zhang Portage Senior Center is the first senior center in Michigan to have a liquor license.They host art classes, social events and programs. They are also a conduit for resources for senior services including veterans benefits, Medicare/Medicaid information and assistance, free tax preparation, social workers from the

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Agency on Aging, and remote Secretary of State office hours. The senior center also hosts many travel programs from day trips to international travel and purchased 2 minibuses.

Phillips said she is incredibly proud of what we have been able to build. When we talk about modernizing senior centers, they have held our building up as an example of an elevated experience for seniors in the community.

Trustee Behr asked about the current members at the the Zhang Portage Senior Center. Phillips said 55% are Portage residents and 45 percent are non-residents. The median age of members is 72. Behr also asked about services for homebound seniors. Phillips said that Metro Connect can help get seniors to and from the center.

Trustee Terry said she was interested in a tour. Phillips said there is also a 3D tour of the building on the city of Portage website.

Phillips said she has been pleased with the partnerships with Library - the senior center hosted author speaker events for CommuniTeen Read and Great Michigan Read. The senior center is also currently hosting Team Rubicon. They came in a week ago with 35-40 people and are working with individuals impacted by the tornados.

Trustees thanked Kim Phillips, Director of Senior Citizen Services, for her presentation.

## VI. Consent Agenda

Library Board Chair Vance asked if there were any changes needed to the consent agenda for the May 20, 2024 board meeting before its adoption. Trustee Behr requested discussion of Item E. Statistical Report for April 2024. Board Chair asked for a motion to approve the Consent Agenda without Item E.

- A. Minutes of the regular meeting held on April 22, 2024
- B. May 2024 Narrative
- C. Spotlight on Website & Digital Tools
- D. Financial Condition for April 2024
- E. Statistical Report for April 2024
- F. June 2024 Program Calendar
- G. Review of Patron Behavior Policy
- H. Review of Reciprocal Borrowing Policy
- I. MLA Advocacy Update for April 2024

**MOTION:** It was moved by Trustee VanderVries and supported by Trustee Whitlock that the Library Board approve the consent agenda for the regular meeting of May 20, 2024 without Item E. Vote 7-Yes, 0-No, 0-Absent. Motion carried.

Question about E.- Statistical Report for April 2024 - Trustee Behr noted that teen volunteer hours for April were zero. After consulting with Laura Wright, Head of Youth Services, that was determined to be an error that will be corrected. (Update: Teens volunteered for 46 hours in the month of April 2024.)

**MOTION:** It was moved by Trustee Behr and supported by Trustee Terry that the Library Board approve Item E - Statistical Report for April 2024. Vote 7-Yes, 0-No, 0-Absent. Motion carried.

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## VII. Governance

### A. Follow-Up on Mid-Year meeting with the Library Director

Board Chair Vance gave an update of the Mid-Year meeting with Library Director Klien last week. We talked about the impact of the May 7th tornado on the library building and the role of library staff during the emergency. Other topics of discussion included a staff survey, staff retention, DEIA Committee efforts, hiring a new Facilities Manager and the four trustee positions on the ballot in November.

## II. Staff Presentation on Summer Reading Program 2024

Laura Wright, Head of Youth Services gave a brief presentation about Summer Reading 2024. Youth staff will be visiting the schools to give presentations and all PPS students will receive paper reading logs. Wright said that they have tried to move away from paper logs, but the people want it! The library will continue to do the Summer Quest program. Youth complete activities, journal about their experiences, and come into the library to tell staff about what they did. This is great for practicing interpersonal skills and writing in addition to reading in the summer.

One change Wright said was being implemented this year is that kids were not always motivated by the abstract gift card drawing prize. Youth staff are switching to stickers, and having participants enter drawings for physical prizes that they can view on display. Youth can also earn 2 books over the course of the program at 15 and 30 hours. There will also be grand prize drawings at the end of the summer.

Trustees thanked Laura Wright, Head of Youth Services, for her presentation.

## VIII. Library Director's Reports

### A. Final remarks by Library Director for the May 20, 2024 Library Board Meeting

Library Director Klien said she wanted to take the opportunity to thank the staff that was working during the tornado on May 7th. Facilities Manager Doran Lefaive came in on his vacation to help assess damage, organize cleanup, and get the library ready to be reopened. Systems Administrator Rolfe Behrje rebooted our systems. Klien said we were very fortunate and that she was glad the library was a safe place for people to shelter. The City has asked us to be a host for a meeting with state police, FEMA and elected officials from affected areas this coming Wednesday, May 22. Youth staff are going to elementary schools to offer support and assistance for children who experienced trauma during the disaster.

Klien announced that this would be Facilities Manager Doran Lefaive's last board meeting. His last day at the library will be Friday, May 31st. Klien said that they have made an offer to a new Facilities Manager which was accepted and are currently moving that person through the hiring process.

Library Director Klien said she will be out of the building Wednesday-Friday for an MLA Directors event on Macinac Island. Head of Youth Services Laura Wright and Head of Adult Services Lawrence Kapture will be in charge in her absence.

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## IX. Process Evaluation

### A. Suggestions for Agenda Items to be included on the June 24, 2024 Board Meeting

1. Minutes of the Regular Meeting held on May 20, 2024
2. Audit Presentation by Rehman Robson
3. Discussions about Plans for 2024 Library Board Retreat
4. Review of Heritage Room Policy
5. Review of Creation Station/Makerspace Policy
6. Presentation of Proposed Library Operating Budget for FY2025

Miscellaneous -

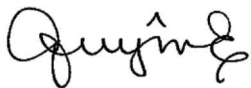
Trustee Linda Whitlock represented the PDL Seed Library at the Garden Festival at the Kalamazoo Expo center on Saturday, May 18. People were thrilled to learn about the Seed Library and receive free seeds. There were 180 attendees. Whitlock said it was a great outreach opportunity.

## X. Adjournment

Library Board Chair Vance said if there was no further business to be considered, that he would adjourn the regular board meeting of May 20, 2024.

**DISPOSITION:** The regular board meeting of May 20, 2024 was adjourned at 6:40 PM.

Recorded and Transcribed by,



Quyen Edwards

Library Board Secretary