

MINUTES

From the August 25, 2025
Public Hearing and Regular Board Meeting

I. Start of Meeting

Library Board Chair Tom Vance called the meeting to order at 6:00 PM.

II. Roll Call

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, Ben Chee, Quyen Edwards, Rob Foti, Lawrence Kapture, Abby Pylar, Colin Whitehurst, Laura Wright

Library Staff Absent: Steve Rossio

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

Library Board Chair Tom Vance welcomed everyone to the August 25, 2025 Library Board Meeting. He asked if anyone present or online had any comments and there were none.

IV. Public Hearing

A. Public Hearing on the Proposed FY2026 Budget

Library Board Chair Vance asked for a motion to move into a Public Hearing

MOTION: It was moved by Trustee Terry and supported by Trustee Whitlock to move into a public hearing regarding the FY2026 Budget. Vote 7-Yes, 0-No, 0-Absent. Motion carried.

Library Board Chair Vance invited any public comments at the Public Hearing on the Proposed Fiscal Year 2026 Budget. There were no members of the public present that were interested in making comments. Library Board Chair Vance then asked for a motion to close the Public Hearing.

MOTION: It was moved by Trustee Terry and supported by Trustee Whitlock to close the public hearing regarding the FY2026 Budget. Vote 7-Yes, 0-No, 0-Absent. Motion carried.

B. Formal Resolution to Adopt the FY 2026 Budget and Set the Amount of Millage Rate to be Levied for the Library for FY 2026.

Library Board Chair Vance then asked for a motion to approve the resolution to set the millage levy for the Portage District Library and adopt the Fiscal Year 2026 Library Budget.

MOTION: It was moved by Trustee Terry and supported by Trustee Friedman to approve the Resolution to set the millage for the Portage District Library at 1.9906 mills and to approve the Fiscal Year 2026 Budget as presented. Roll Call Vote in alphabetical order: Trustee Baker - Yes. Trustee Behr – Yes. Trustee Friedman – Yes. Trustee Terry – Yes. Trustee Vance– Yes. VanderVries - Yes. Whitlock - Yes. Vote: 7-Yes, 0-No, 0-Absent. Motion carried.

V. Adoption of the Agenda for the Regular Meeting of August 25, 2025

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 VanderVries and supported by Trustee Baker that the Library Board adopt the agenda for the regular meeting of August 25, 2025. Vote 7-Yes, 0-No, 0-Absent. Motion carried.

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VI. Consent Agenda

Library Board Chair Vance asked if there were any changes needed to the consent agenda for the August 25, 2025 board meeting before its adoption and none were requested.

- A. Minutes of the regular meeting held on July 28, 2025
- B. August 2025 Narrative
- C. Financial Condition for July 2025
- D. Statistical Report for July 2025
- E. September 2025 Program Calendar *(Info) Pg.19*
- F. MLA Advocacy August 2025 *(Info) Pg.20*

MOTION: It was moved by Trustee Friedman and supported by Trustee Terry that the Library Board approve the consent agenda for the regular meeting of August 25, 2025.
Vote 7-Yes, 0-No, 0-Absent. Motion carried.

VII. Governance

A. Friends of the Library Update

Trustee Terry said the Friends are putting together a committee to discuss making changes to their item pricing structure. They are making approximately \$1,000 with the rolling book sale shelves. Last weekend book sale was very busy with credit card and cash sales totaling \$4,600. The Friends are also working on listing some donations for eBay sales.

B. Monitoring Report for Executive Limitation on Compensation & Benefit for Library Employees

This is an annual update. Element One is still assisting the library with compensation studies to be sure salary and hourly wages are in line with current market values.

The Business Department is working on connecting staff job descriptions with performance evaluation tools. We are hoping to have that complete by the end of the year. We are reviewing the Employee Handbook with the labor attorney. We are also discussing changes that involve overtime and new sick leave policies.

Question from Trustee Behr - Have you considered non-traditional options for staff benefits? Library Director Klien said the library receives an HR magazine with options to discuss, however we are limited by what we can do because we are a public entity.

C. Monitoring Report for Executive Limitation for Treatment of Staff.

Library Director Klien said we are making sure that we are following all policies and ensuring staff work environment is comfortable. At the end of 2024, air filtering systems were installed throughout the library in both public and staff areas.

VIII. Library Director's Reports

A. Final remarks by Library Director for the August 25, 2025 Library Board Meeting .

Reminder that for Staff Development Day Friday, September 19th the building is closed.
Parking lot resurfacing and striping will be completed within the next week.

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Recently had lunch with directors of KPL and Willard. KPL would love to host for your Board Retreat. Suggested a Special Meeting to follow Open Meetings procedure. Will work on dates. Considering an early November week night.

Library Director Klien and Business Manager Foti met with the executor of an estate who left a legacy gift to the Portage District Library in the amount of \$100,000. While the donation is unrestricted, we are discussion about this person's interests and the best use of this gift.

Looking at starting a notary service via Adult Staff. We have a draft policy from the attorney which should be coming to the board in December. Free for community members and \$10 non-residents.

IX. Process Evaluation

A. Suggestions for Agenda Items to be included on the September 22, 2025 Board

1. Meeting Minutes of the Regular Meeting held on August 25, 2025
2. Review of Capitalization Policy
3. Review of Materials Selection Policy
4. Report on 2025 Summer Reading Program
5. Initiation of Library Director's 2025 Evaluation Process

B. Miscellaneous Items

Directors Report - Board Chair Vance gave kudos to adult and youth outreach.

Trustee Behr will share information about the webinar she recently attended titled: Librarians, Legislation, and Media Training: Successfully advocate for libraries in legislature and your local community.

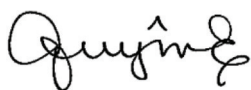
Thanks for the work on the Budget - to Business Manager Rob Foti, Business Assistant Kathy Morris and library staff.

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 August 25, 2025.

DISPOSITION: The regular board meeting of August 25, 2025 was adjourned at 6:32 PM.

Recorded and Transcribed by,



Quyen Edwards

Library Board Secretary