PORTAGE DISTRICT LIBRARY BOARD

Library Board Retreat
November 5, 2025

300 LIBRARY LANE, PORTAGE, MICHIGAN 49002

Portage District LIBRARY

NOTICE OF REGULAR MEETING

PORTAGE DISTRICT LIBRARY BOARD

Library Board Retreat, Wednesday, November 5, 2025 | 5:30 PM

The Library Board of the Portage District Library will hold a board retreat on Wednesday, November 5, 2025 at 5:30 p.m. This meeting will be held at Kalamazoo Public Library Central Branch - 315 S. Rose St.
The purpose of this meeting is for training and a tour. The Library gives notice of the following:

1. **Meeting Attendance**
   The board retreat is being held in person.
2. **Procedures**
   The public may participate in the meeting in person and may make public comment through spoken or written methods. Each speaker has a time limit of three minutes. Please refer to the Policy for Public Comments at Meetings in its entirety on the library's website www.portagelibrary.info.
3. **Contact Information**
   For those people who desire to contact members of the Library Board to provide input or ask questions on any business that will come before the public body at the meeting, please contact Quyen Edwards at qedwards@portagelibrary.info prior to the start of the meeting.
4. **Persons with Disabilities**
   Persons with disabilities may participate in the meeting through the methods set forth in paragraph 2. Individuals with disabilities requiring auxiliary aids or services in order to attend electronically should notify Quyen Edwards at qedwards@portagelibrary.info within a reasonable time in advance of the meeting.

Dated: Nov. 4, 2025

Quyen Edwards
Library Board Secretary

Portage District Library
300 Library Lane
Portage, MI 49002

AGENDA

November 5, 2025

I. Start of Meeting

II. Roll Call

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

The Board Chair will recognize one person to speak at a time, and each speaker must provide their name and address. Each speaker is entitled to one (1) three-minute time during this Public Comment period. Please refer to the Policy for Public Comments at Meetings in its entirety at (https://qrco.de/bdiESq) or the printed documents at the entrance to the meeting room on the evening of the Library Board Meeting.

IV. Adoption of the Agenda for the Board Retreat on November 5, 2025 ***(1 minute) (Vote)***

V. Consent Agenda ***(5 minutes) (Vote)***

A. Minutes of the regular meeting held on October 27, 2025.

VI. Governance ***(30 minutes)***

A. Tour of Kalamazoo Public Library Central Branch with Library Director Michael Cockrell

VII. Adjournment

MINUTES

From the October 27, 2025
Regular Board Meeting

I. Start of Meeting

II. Roll Call

Board Members Present:	Ken Baker, Michele Behr, Cara Terry, Tom Vance, and Linda Whitlock
Board Members Absent:	Jeanne Friedman (excused) and Donna VanderVries (excused)
Library Staff Present:	Library Director Christy Klien, Rolfe Behrje, Quyen Edwards, Rob Foti Lawrence Kapture, Abby Pylar, Steve Rossio, and Laura Wright
Library Staff Absent:	Ben Chee and Colin Whitehurst

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

Library Board Chair Tom Vance welcomed everyone to the October 27, 2025 Library Board Meeting. He asked if anyone present had any comments and there were none.

IV. Adoption of the Agenda for the Regular Meeting of October 27, 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 Terry and supported by Trustee Baker that the Library Board adopt the agenda for the regular meeting of October 27, 2025. Vote 5-Yes, 0-No, 2-Absent (Friedman, VanderVries). Motion carried.

V. Consent Agenda

Library Board Chair Vance asked if there were any changes needed to the consent agenda for the October 27, 2025 board meeting before its adoption . Trustee Whitlock requested removal of Item H - Statistical Report for August and September 2025.

A. Minutes of the Regular Board Meeting of September 22, 2025. ***(Info) Pg. 5-7***

B. Review of Donation Policy. ***(Info) Pg.8***

C. Budget Amendments –Rostami and Undesignated 2024 ***(Info) Pg.9-10***

D. Monitoring Report – Communication & Support to the Library Board. ***(Info) Pg. 11-14***

E. Monitoring Report – Ends Focus of Grants/Contracts. ***(Info) Pg. 15***

F. Narrative Report for September 2025. ***(Info) Pg. 16-18***

G. Report on Financial Condition for September 2025. ***(Info) Pg. 19-20***

H. Statistical Report for August and September 2025. ***(Info) Pg. 21-24***

I. MLA Advocacy News for October 2025. ***(Info) Pg. 25***

J. PDL Events Calendar for November 2025.***(Info) Pg. 26-27***

MOTION: It was moved by Trustee Behr and supported by Trustee Terry that the Library Board approve the consent agenda for the regular meeting of October 27, 2025 with the exception of Item H - Statistical Report for August and September 2025. Vote 5-Yes, 0-No, 2-Absent (Friedman, VanderVries). Motion carried.

MINUTES

Item H - Statistical Report for August and September 2025. - Trustee Whitlock referenced page 23 September Stats and asked why website hits were so high last month. Systems Administrator Rolfe Behrje indicated that bot traffic was likey to blame for the increase. Trustees also asked why Internet Users dropped 100% from last year. Library Director Klien explained that the Internet User Card has been transitioned to an Onsite Pass which allows guests to use the Internet at the library along with a few other services.

Systems Administrator Behrje gave an update on the PASS card/Portage Public School cards. Students are reentered every year to extend the expiration date and to ensure information and addresses are up to date. The database receives a weekly update through October, then monthly updates following that as there are fewer changes after the first 2 month of the school year.

MOTION: It was moved by Trustee Behr and supported by Trustee Terry that the Library Board approve Item H after discussion. Vote 5-Yes, 0-No, 2-Absent (Friedman, VanderVries). Motion carried.

VI. Governance

A. Recollect Demonstration

Head of Technical Services Abby Pylar and Local Historian Steve Rossio gave trustees a presentation Recollect,a Special Collection Management and Community Engagement Platform that will house the library's Digital Archives. This service is already being utilized by galleries, libraries, archives, museums, and heritage sites. PDL is the first organization to implement its use in Michigan. This service is in place of Content DM, which was not very intuitave and we had to host it.
Recollect has a variety of interesting and useful features and continue to develop new concepts. Great company to work with and provide great customer support. Recollect can be accessed on any device because it is hosted on a website. Recollect helps organize photographs, documents, and three-dimensional items.

Pylar and Rossio explained the process to get information published in Recollect; scan, edit, color balance, upload, create metadata, complete template, add tags. They started with the John Todd photograph collection and have many plans for future projects.

B. Approval of Circulation Policy

Library Director Christy Klien directed trustees to a few changes in wording and updates as provided by the Circulation Department.

Trustees asked about electric car charing fees. Users pay via credit card via ChargePoint. The library mirrors the city of Portage prices. Do not limit the amount of time a vehicle can spend charging, but we could consider that in the future.

MOTION: It was moved by Trustee Terry and supported by Trustee Behr that the Library Board approve the Circulation Policy as presented. Vote 5-Yes, 0-No, 2-Absent (Friedman, VanderVries). Motion carried.

C. Approval of Resident/Non-Resident Policy and Non-Resident Fee Amount for 2026.

Library Director Christy Klien directed trustees to a few changes in wording and updates as provided by the Circulation Department. We have added Michigan State Tribal ID as an ID verification, changed wording to Onsite Pass, and added educator website as an option for verication for an Educator Card..

Klien noted that the Non-Resident fee is up $11 from last year.

MOTION: It was moved by Trustee Terry and supported by Trustee Whitlock that the Library Board approve the **Resident/Non-Resident Policy and Non-Resident Fee Amount for 2026** as presented. Vote 5-Yes, 0-No, 2-Absent (Friedman, VanderVries). Motion carried.

D. Approval of Holiday Schedule for Library Hours of Operation in 2026.

Library Director Christy Klien referred to the memo with 2026 dates for traditionally closed holidays including Juneteenth. Klien noted that KPL is closed Thanksgiving Eve at 5PM and that she would like the Board to consider doing the same in the future. It is a slower traffic evening and would benefit staff who travel to celebrate the holiday.

MOTION: It was moved by Trustee Baker and supported by Trustee Terry that the Library Board approve the **Holiday Schedule for Library Hours of Operation in 2026** as presented. Vote 5-Yes, 0-No, 2-Absent (Friedman, VanderVries). Motion carried.

MOTION: It was moved by Trustee Behr and supported by Trustee Whitlock that the Library Board approve to close each year on the day before Thanksgiving at 5PM beginning in 2025. Vote 5-Yes, 0-No, 2-Absent (Friedman, VanderVries). Motion carried.

E. Review of Investment Policy and Library Investment Listing

Library Director Christy Klien and Business Manager Foti presented the Investment Policy and Investment Listings. Foti said we are goverened by Public Act 20. defines what we can invest in. The library's investments are very conservative.

F. Friends of the Library Update

Trustee Terry said that the Friends have had two book sales recently. The regularly scheduled bimonthly October book sale went well and earned approximately $4,500. The second book sale was for a donated history book collection. We had some very enthusiastic buyers show up for the sale who spent a long time looking. That book sale generated about $2,000 in sales. Great organization of the books by the Friends and special thanks to Local Historian Steve Rossio who transported the books to the library.

The Friends are sponsoring the annual Staff Halloween Pizza Party.

VII. Ends Development

K. Library Director's Accomplishment of Personal Goals for Fiscal Year 2025. ***(Info) Pg.44***

Klien said that her update was provided in the packet. She said it has been another good year. She met all the goals and the anonymous staff survey will be distributed in November.

Klien asked if there were questions or concerns and there were none.

DISPOSITION: The Library Board received the information about the Library Director's Accomplishment of Personal Goals for Fiscal Year 2025 .

A. Library Director's 2025 Evaluation Process

Board Chair Vance said the Personnel Committee will be meeting to review Library Director Evaluation forms and reporting back to the Board at the December meeting. Trustees set a date for completed evaluations to be received to the Board Chair - Monday, November 24. Library Board Secretary Edwards will send out the complied evaluation forms by the end of the week

DISPOSITION: The Library Board received the information about the Library Director's

Evaluation Process.

B. Third Quarter 2025 Strategic Planning Statistics

Klien said staff provided updates regarding activities completed in July, August, and September 2025 towards strategic planning goals. Klien said that some activities do not have updates or no significant progress to report at this time.

Behr question about organizations contacted for Outreach by Adult Services Sara Weyenberg. Head of Adult Services Lawrence Kapture said she was contacting Non-profits and government agencies, Senior Living Facilities, the local Hispanic and Chinese Cultural organizations, and the Kalamazoo Literacy Council.

DISPOSITION: The Library Board received the Third Quarter Strategic Planning Updates.

C. Third Quarter 2025 Financial Report.

Klien said the report is as presented by Business Manager Foti. Foti said that the good news is as follows: Taxes came in on budget. State Aid and Penal Fines came in a little above budget. Investment income is up. Neighborhood enterprise zone to encourage development where they keep the increase in the taxable value to reinvest in the area.

The library has three part-time open positions to be filled.

DISPOSITION: The Library Board received the Third Quarter 2024 Financial Report.

D. Request for Library Board Approval for Restricted Use of Trustees Signatures and Library Patron Data Base for Direct Mail Initiatives

Library Director Klien shared a draft of a letter with trustees. She said that we would like to send this out to our library patron database that includes updates about what happened at the library in 2025 and invite them to support the library if they are interested. Klien said she needs permission to use the patron database for the mailing and include trustees signatures on the letter. Following Board approval, the letters should arrive in mailboxes by Thanksgiving.

MOTION: It was moved by Trustee Baker and supported by Trustee Whitlock to approve a one time use of the library patron database for a direct mailing at the end of the year and approve use of trustees signatures. Vote 5-Yes, 0-No, 2-Absent (Friedman, VanderVries). Motion carried

E. Discussion about Board Retreat

Library Director Klien reminded trustees about the Library Board Retreat next week Wednesday, November 5th at 5:30 at the Kalamazoo Public Library downtown location.

VIII. Library Director's Reports

A. Final remarks by Library Director for the October 27, 2025 Library Board Meeting

Klien said she and Head of Technical Services Abby Pylar will be going to the Michigan Library Association Annual conference for beneficial presentations.

Klien made trustees aware of an issue over the weekend in the Teen Room when someone dismantled an LGBTQ book display.

Klien said she will be on vacation Nov. 6-7 and some of Thanksgiving week.

Hoopla budget - Head of Adult Services Lawrence Kapture shared that we had to make some adjustments to what we offered in September because we were significantly over budget. The

Hoopla model is a pay per checkout structure and we saw a 20% increase in use/cost this year and 20% last year. We will consider doing more education about how those services work and how the payment structures work for eBooks.

IX. Process Evaluation

A. Suggestions for Agenda Items to be included on the December 15, 2025 Board Meeting

1. Minutes of the Regular Meeting held on October 27, 2025.
2. Review of FOIA Policy
3. Approval of Annual Calendar of Library Board Activities for FY 2026
4. Adoption of Schedule of Library Board Meetings for 2026
5. Report on Financial Condition for October & November 2025
6. Narrative Report for October & November 2025
7. Statistical Report for October & November 2025
8. MLA Advocacy News for November & December 2025
9. Personnel Committee's Recommendation for Library Director's Compensation in 2026
10. End-of-Year Report on Accomplishment of all Ends in 2025

B. Miscellaneous

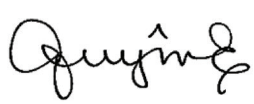
Reminder that petitioners should be 15 feet from the door (at the base of the stairs).

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 October 27, 2025.

DISPOSITION: The regular board meeting of October 27, 2025 was adjourned at 7:30 PM.

Recorded and Transcribed by,



Quyen Edwards
Library Board Secretary