

MINUTES

From the December 15, 2025
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, and Linda Whitlock

Board Members Absent: Donna VanderVries (excused)

Library Staff Present: Library Director Christy Klien, Rolfe Behrje, Ben Chee, Quyen Edwards, Rob Foti, Lawrence Kapture, Abby Pylar, Steve Rossio, Colin Whitehurst, and Laura Wright

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

Library Board Chair Tom Vance welcomed everyone to the December 15, 2025 Library Board Meeting. He asked if anyone present had any comments.

Head of Circulation and Technical Services Abby Pylar said that Portage District Library doubled the Salvation Army Angel Tree gift intake from last year receiving over 600 gifts from our generous community. Library Director Christy Klien thanked staff members Abby and Steve for delivering the gifts to Salvation Army today.

Adoption of the Agenda for the Regular Meeting of December 15, 2025

Library Board Chair Vance asked if there were any changes to the agenda before its adoption. Library Director Klien requested that the Board go into closed session for her yearly evaluation. Vance asked for a motion to adopt the agenda.

MOTION: It was moved by Trustee Behr and supported by Trustee Whitehurst that the Library Board adopt the agenda for the regular meeting of December 15, 2025 and go into closed session for the Library Director's Evaluation. Vote: 6-Yes, 0-No, 1-Absent (Vander Vries). Motion carried.

V. Consent Agenda

Library Board Chair Vance asked if there were any changes needed to the consent agenda for the December 15, 2025 board meeting before its adoption. Trustee Terry requested removal of Item G.

- A. Minutes of the regular meeting held on October 27, 2025
- B. Minutes of the board retreat held on November 5, 2025
- C. October and November 2025 Narrative
- D. Spotlight - Makerspace
- E. Financial Condition for October and November 2025
- F. Budget Amendment: Allocation of Interest Income
- G. Statistical Report for October and November 2025
- H. January 2026 Program Calendar

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- I. MLA Advocacy
- J. Review Bulletin Board Policy
- K. Review Public Comment Policy
- L. Review FOIA Policy

MOTION: It was moved by Trustee Friedman and supported by Trustee Behr that the Library Board approve the consent agenda for the regular meeting of December 15, 2025 with the removal of Item G. Vote: 6-Yes, 0-No, 1-Absent (Vander Vries). Motion carried.

Item G. **Statistical Report for October and November 2025** - Trustee Terry asked why the total program audience numbers reflected fewer attendees. There were fewer programs this past October due to staffing changes. Upon review, it was also determined that the Geek Fest 2025 attendance was not included in the monthly statistics.

MOTION: It was moved by Trustee Baker and supported by Trustee Terry that the Library Board approve Item G. Vote: 6-Yes, 0-No, 1-Absent (Vander Vries). Motion carried.

VI. Governance

A. Adoption of Schedule of Library Board Meetings for 2026

Library Director Klien said that the March library board meeting does not fall during PPS Spring Break. As reflected in past schedules, May and December 2026 meetings would also need to be scheduled a week earlier due to holidays.

MOTION: It was moved by Trustee Terry and supported by Trustee Whitlock to approve the 2026 schedule of Library Board Meetings as presented. Vote: 6-Yes, 0-No, 1-Absent (Vander Vries). Motion carried.. Motion carried.

B. Appointment of Nominating Committee Chair to survey trustees' interest in Board offices in 2026.

Board Chair Vance said he would entertain a volunteer for a nominating committee chair for 2026. Trustee Behr volunteered and was appointed. Vance said that the Board Officers included chair and vice chair, and the committees (which will be appointed by the Board Chair) included personnel (2) and Friends liaison (1). Board Chair Vance indicated that he is interested in stepping down after serving as chair for the past 3 years.

DISPOSITION: The Library Board accepted Trustee Behr as the Nominating Committee Chair to survey trustees' interest in Board offices in 2026.

C. Friends Report

Trustees Baker and Terry said that the Friends made approximately \$4,700 dollars at their December sale. The Friends as had a close vote, but the majority decided to continued to sell books at 3 for \$1.

The history book sale went well. Board Chair Vance said he was especially appreciative of how well the books were organized.

DISPOSITION: The Library Board recieved the final Friends of the Portage District Library report for 2025.

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D. New Notary Service

Library Director Klien said that we have one Adult Services staff member already trained as a notary, one who is almost trained., and one more who is interested in being trained. The presented policy has been approved by the Library's attorney and mirrors the City of Portage Policy closely for consistency in the community. Trustees agrees this would be a valuable service for the community,

Trustee Behr asked about liability for the library. Library Director Klien said that there is always that potential, but it is limited when you look at what types of documents we are able to accept to notarize.

MOTION: It was moved by Trustee Baker and supported by Trustee Terry to approve the Notary Policy. Vote: 6-Yes, 0-No, 1-Absent (Vander Vries). Motion carried.. Motion carried.

E. Patron Behavior Policy

Library Director Klien said that presented in the Board Packet is an updated Patron Behavior Policy from the library attorney. She noted that the changes are additional language that has been highlighted in yellow. Klien reviewed the most significant changes:

We are requesting that petitioners stand 30 feet from the main entrance so they are not blocking the stairs or the ramp.

No overnight parking permitted in the library lot.

Portage District Library is a smoke-free campus.

Trustee Behr asked about bedbug monitoring in the library. Klien said that we receive quarterly monitoring visits from bedbug detecting dogs and we heat treat anything that they "alert" on. While it is difficult to know for certain where bedbugs might come from, it is included in the policy to fall back on if we were able to identify specific patrons through repeated incidents.

MOTION: It was moved by Trustee Whitlock and supported by Trustee Terry to approve the Patron Behavior Policy as presented. Vote: 6-Yes, 0-No, 1-Absent (Vander Vries). Motion carried.

VII. Library Director's Reports

A. Final remarks by Library Director for the December 15, 2025 Library Board Meeting.

Trustees who were unable to attend requested Board Retreat/KPL Tour highlights. Trustee Behr said that she found the passport office to be very interesting. She thought Director Michael Cockrell gave a great tour and look behind the scenes. He was very open when answering questions. Trustees had interesting discussions about cameras and security. Trustees requested that a letter be sent to thank Library Director Cockrell on their behalf.

Trustees asked what the status of installing security cameras at PDL might be and Klien responded that Admin is considering them for next year. Klien said that there are many factors to consider including cost and surveillance coverage for safety while respecting people's privacy. Board was supportive of moving forward and noted that as a safety deterrent it makes sense.

Library Director Klien said that she recently attended a Directors training and they recommend doing a wellness survey. This will occur for PDL staff at the beginning of 2026. Working with Stefon Hemphill, the HR assistant. Klien said she is considering hiring an outside group to do a

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survey so that staff can feel confident that their comments are anonymous. There is a lot that's happened this year and we do not live in a vacuum.

VIII. Library Personnel

A. Personnel Committee's recommendation for Library Director's compensation in 2026 and Renewal of Library Director 5 Year Contract.

MOTION: It was moved by Trustee Behr and supported by Trustee Whitlock to move into a closed session at 6:35 PM. Vote: 6-Yes, 0-No, 1-Absent (Vander Vries). Motion carried.

MOTION: It was moved by Trustee Behr and supported by Trustee Baker to return to an open meeting at 7:03 PM. Vote: 6-Yes, 0-No, 1-Absent (Vander Vries). Motion carried.

The Library Board Personnel Committee recommended a Library Director salary of \$123,000 , a \$2,000 merit bonus , and a renewal of her 5 year contract.

MOTION: It was moved by Trustee Behr and supported by Trustee Whitlock to approve the Personnel Committees recommendation for Library Director's compensation in 2026. Vote: 6-Yes, 0-No, 1-Absent (Vander Vries). Motion carried.

IX. Process Evaluation

A. Suggestions for Agenda Items to be included on the January 2025 Board Meeting

1. Minutes of the Regular Meeting of December 16, 2024.
2. Review of Community Meeting Room Policy.
3. Review of Library Privacy & Search Warrant Policy.
4. Approval of Budget Amendment Request to Increase Expense Lines in the FY 2025 Budget to Offset Unpaid Encumbrances.
5. Approval of Budget Amendment Request to Adjust Reserve Accounts as Required.
6. Election of Library Board Officers for 2025 & Appointment of Library Board Personnel Committee, Board Liaison to the Friends of the Library, and Library Board Secretary for 2025.
7. Annual signing of "Conflict of Interest" Statements by trustees.
8. Discussion about guests to be invited to Library Board meetings in 2025.
9. Endorsement of Library Director's Personal Goals for 2025.
10. 4th Quarter Financial Report for Fiscal Year 2024 & Comments on Year-End Results.
11. 4th Quarter Strategic Plan Statistics
12. Monitoring Report on Executive Limitation: Global Executive Constraint.

B. Comments from public, board, and staff.

Trustee Behr attended the Human Library event and said she really enjoyed her conversation. / She felt that PDL's execution of the Human Library program was successful and valuable. She would encourage the library staff to do it again if they are able.

Board Chair Vance concluded that the Library Board is really proud and grateful for the staff and all their hard work this year.

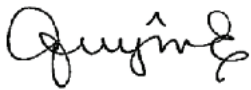
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X. Adjournment

Library Board Chair Vance said if there was no further business to be considered, that he would adjourn the regular board meeting of December 15, 2025.

DISPOSITION: The regular board meeting of December 15, 2025 was adjourned at 7:10 PM.

Recorded and Transcribed by,

A handwritten signature in black ink, appearing to read "Quyen Edwards".

Quyen Edwards

Library Board Secretary