

# MINUTES

From the July 28, 2025  
Regular Board Meeting

## I. Start of Meeting

## II. Roll Call

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

**Board Members Absent:** none

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

**Guests Present:** Portage Public Safety Officer

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

Library Board Chair Tom Vance welcomed everyone to the July 28, 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 July 28, 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 July 28, 2025. Vote 7-Yes, 0-No. Motion carried.

## V. Guest - Portage Public Safety

The Library Board welcomed Officer Hambright to the Board Meeting. He gave a presentation on initiatives Public Safety is working on in the community, concerns they hear from the citizens of Portage, and other updates.

## VI. Consent Agenda

Library Board Chair Vance asked if there were any changes needed to the consent agenda for the July 28, 2025 board meeting before its adoption and none were requested.

- A. Minutes of the regular meeting held on June 23, 2025
- B. June 2025 Narrative
- C. Financial Condition for June 2025
- D. Statistical Report for June 2025
- E. MLA Advocacy Update
- F. August 2025 Program Calendar
- G. 2nd Quarter Financial Report
- H. Monitoring Report on the Executive Limitation Policy for Minutes and Records Retention

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## I. Monitoring Report on the Executive Limitation Policy From the July 28, 2025 Regular Board Meeting for Minutes and Records Retention

**MOTION:** It was moved by Trustee VanderVries and supported by Trustee Baker that the Library Board approve the consent agenda for the regular meeting of July 28, 2025. Vote 7-Yes, 0-No, 0-Absent. Motion carried.

## VII. Governance

### A. Revisit Board Retreat Discussion

Library Board Director reviewed the options for a Fall Board Retreat as discussed in previous meetings. At the time of the meeting, Klien had not heard back from all of the people who she sent inquiries to. The board discussed the possibility of going to the Michigan Library Association Conference. Klien also discussed options for 2026 for revisiting the library's Strategic Plan. The Board also considered some online modules for additional training. No specific plans were made for a 2025 Library Board Retreat, but Klien will follow-up with Kalamazoo Public Library as the board's top option.

### B. Heritage Room Policy

Library Director Klien reviewed the proposed changes to the Heritage Room Policy as proposed by Local Historian Steve Rossio.

**MOTION:** It was moved by Trustee Friedman and supported by Trustee VanderVries that the Library Board approve the Heritage Room Policy as ammended. Vote 7-Yes, 0-No, 0-Absent. Motion carried.

### C. Discussion of Internet Filtering Required for E-Rate Funding and Approval of Internet Policy

Library Director Klien said this agenda item is highlighting the requirement put forth by e-Rate to have a discussion about filtering as required each year. The Library Board needs to affirm that we will apply the standards as recommended in order to apply for USF E-Rate funding.

**MOTION:** It was moved by Trustee VanderVries and supported by Trustee Baker to continue to maintain its CIPA compliant Internet Policy and allow the library to pursue USF E-Rate funding for all eligible technology and services and the Internet Policy. Vote 7-Yes, 0-No, 0-Absent. Motion carried.

## VIII. Ends Development

### A. Second Quarter Strategic Plan Update.

Klien asked trustees if they had any comments or questions about the Second Quarter Strategic Plan Update which outlines what staff have been working on above and beyond the daily library activities. Trustee Vance said he appreciate's the three directions the strategic plan has focused on. He was very impressed with the variety of outreach the library staff is involved in.

Trustee Behr was amazed to learn about the number of patrons making use of the MakerSpace! Klien said that the service is extremely popular and that additional funding was put into the 2026 Budget for additional staffing of that space.

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## **B. Presentation of the Library's 3-Year Technology Plan (2025-2027)**

Library Director Klien stated that every year, trustees are given a presentation by Systems Administrator Rolfe Behrje of an overview of the library's technology, what we will be trying to accomplish in upcoming years, and what the budget is for those technology initiatives that are being recommended.

Behrje gave a PowerPoint presentation of Technology Plan highlights including Portage District Library Goals, Technology Trends, 2025 Projects and Accomplishments, 2026-2028 Technology Plan, and looking to the Future.

**DISPOSITION:** The Library Board received the 3-Year Technology Plan.

## **C. Final Review and approval of the preliminary FY 2026 Budget and Millage**

Rate for Public Inspection prior to Public Hearing at the August 25, 2025 ( Library Director Klien and Business Manager Foti said that this is the final review of the Preliminary Budget before it is proposed and available to the public for review. After this meeting, copies of the Proposed FY2026 Budget will go to public service desks and next month there will be a Public Hearing before the Board votes to approve it.

**MOTION:** It was moved by Trustee VanderVries and supported by Trustee Whitlock that the Library Board approve the proposed Fiscal Year 2026 Budget and Millage Rate at 1.9906 mills for public inspection prior to Public Hearing at the August 25, 2025 Board Meeting. Vote 7-Yes, 0-No, 0-Absent. Motion carried.

## **IX. IX. Library Director's Reports**

### **A. A. Final remarks by Library Director for the July 28, 2025 Library Board Meeting.**

Library Director Klien said that we had another successful and very busy Summer Reading Program in 2025.

We are hosting the Chamber of Commerce next Tuesday, August 5th starting at 8:00 AM.

At the end of August, we will have the library's parking lot resurfaced and striped over a number of days.

Library Director Klien made trustees aware of her planned vacation time in the month of August. Head of Youth Services Laura Wright will be in charge in her absence.

Though the visitor numbers were a little lower than last year, 2025 was another successful year for LegoCity! Everyone agreed it was a great idea and so much fun!

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## X. Process Evaluation

### A. Suggestions for Agenda Items to be included on the August 25, 2025 Board Meeting

1. Minutes of the Regular Meeting held on July 28, 2025
2. Public Hearing on the Proposed FY 2026 Budget and Formal Resolution to Adopt the FY 2026 Budget and Set the Amount of Millage Rate to be Levied for the Library
3. Monitoring Report for Executive Limitation on Compensation and Benefits for Library Employees
4. Monitoring Report on Executive Limitation for Treatment of Staff

### B. Miscellaneous Items

## XI. Adjournment

Library Board Chair Vance said if there was no further business to be considered, that he would adjourn the regular board meeting of July 28, 2025.

**DISPOSITION:** The regular board meeting of July 28, 2025 was adjourned at 7:25 PM.

Recorded and Transcribed by,

Abby Pylar

*Head of Circulation and Technical Services*