

MINUTES

From the June 23, 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, Donna VanderVries (6:15 PM), and Linda Whitlock

Board Members Absent: Tom Vance (Excused)

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

Library Staff Absent: Ben Chee and Lawrence Kapture

Guests Present: Nathan Baldermann, Auditor at Rehmann Robson

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

Library Board Vice Chair Jeanne Friedman welcomed everyone to the June 23, 2025 Library Board Meeting. She asked if anyone present had any comments.

A. Comment from Library Director Christy Klien -

Library Director Klien asked to add Item E to Governance for follow-up discussion on wording in the Patron Behavior Policy.

V. Adoption of the Agenda for the Regular Meeting of June 23, 2025

Library Board Vice Chair Friedman asked if there were any changes to the agenda before its adoption besides adding Item E and there were none. Friedman asked for a motion to adopt the revised agenda.

MOTION: It was moved by Trustee Behr and supported by Trustee Terry that the Library Board adopt the agenda including Item E for the regular meeting of June 23, 2025. Vote 5-Yes, 0-No, 2-Absent (Vance, VanderVries). Motion carried.

VI. Audit Presentation

A. Presentation of Audit Report for FY 2024 by Rehmann Robson

Auditor Nathan Balderman attended the meeting virtually to give his audit presentation. The Audit was issued and dated June 19, 2025 with a clean/unmodified opinion for trustees to review.

Balderman reviewed the Statement of Net Position and the Fund Financial Statements ending with the Budget to Actual on page 20.

There was one question from Trustee Behr - regarding a specific line item on page 9 in the Reserves. Library Director Klien said that line is for one staff member who is grandfathered from City standards for sick time retirement payout.

Balderman said the footnotes contain some additional information, but not much has changed this year which is a good thing. The rules and standards regarding how compensated absences can be used by staff was altered this year, however it did not have a large impact on the Library because the way your system is set up was very close to the standard.

MINUTES

Balderman highlighted page 32 regarding paying down bonds and noted that the library has 5 years remaining.

Trustees received a letter to those charged with governance. No difficulties, no large change in scope, no statements needed corrections.

Balderman said that Business Manager Rob Foti and his assistant Kathy Morris do a great job and it is a pleasure working with the Portage District Library.

The Library Board thanked Baldermann for his report and his time and thanked Business Manager Foti for handling the library's finances well.

VII. Consent Agenda

Library Board Chair Vance asked if there were any changes needed to the consent agenda for the June 23, 2025 board meeting before its adoption and none were requested.

- A. Minutes of the regular meeting held on May 19, 2025
- B. June 2025 Narrative
- C. Spotlight on Outreach
- D. Financial Condition for May 2025
- E. Statistical Report for May 2025
- F. July 2025 Program Calendar
- G. MLA Advocacy for May-June 2025
- H. Updated Staff Organizational Chart
- I. Memo: Staff Development Day 2025
- J. Budget Amendment: World Language Collection

MOTION: It was moved by Trustee Terry and supported by Trustee Whitlock that the Library Board approve the consent agenda for the regular meeting of June 23, 2025. Vote 5-Yes, 0-No, 2-Absent (Vance, VanderVries). Motion carried.

VIII. Governance

A. Initial Discussion About Plans for 2025 Library Board Retreat

Library Board Vice Chair Friedman opened the floor for a discussion about this year's Library Board Retreat. A possibility was suggested that the Board could participate in the United for Libraries virtual trainings

Description: The new training series Striking a Balance - Developing Systems for Successful and Sustainable Library Governance is intended to help libraries recruit, develop, and sustain strong library boards that will skillfully represent the library to stakeholder groups and steward the library's strategic priorities to the benefit of all members of the community.

Another suggestion was that the Board could attend the MLA Annual conference this year which is taking place in Lansing on Oct 29-31.

The final suggestion was a field trip to Kalamazoo Public Library to explore what our neighbor library is offering their community and meeting the new Director Michael Cochran.

MINUTES

B. Heritage Room Policy Update

Library Director Klien reviewed the changes to the policy which were recommended by Local Historian Steve Rossio.

MOTION: It was moved by Trustee VanderVries and supported by Trustee Baker that the Library Board approve the Heritage Room Policy as presented. Vote 6-Yes, 0-No, 1-Absent (Vance). Motion carried.

C. Creation Station & Makerspace Usage Policy Update and Price Adjustment

Library Director Klien said that after reviewing material prices for 2025, STEAM Librarian Jane Fleming has recommended decreasing some prices to the Creation Station & Makerspace Policy. The Board expressed their thanks to STEAM Librarian Jane Fleming for the great projects happening in the Creation Station & Makerspace and for keeping track of changes in pricing and adding more services for patrons. The other recommended change this year was the removal of one-on-one appointments for patrons. Everyone is welcome to drop in at one of the many open staffed hours for Makerspace assistance.

MOTION: It was moved by Trustee Terry and supported by Trustee Whitlock that the Library Board approve the Creation Station & Makerspace use policy as presented. Vote -6-Yes, 0-No, 1-Absent (Vance). Motion carried.

D. Report on the Friends of the Portage District Library

Liaisons to the Friends Trustee Baker and Trustee Terry reported another excellent Friends Book sale in the month of June. The sale made over \$4,000 and the Friends observed that credit card usage was going well and that it was a good decision to incorporate its use.

The Friends are working on a 5 year plan and discussing potential pricing changes.

E. Patron Behavior Policy

Library Director Klien followed up with the library attorney regarding some trustees concern about one specific line in the Patron Behavior Policy. It was recommended to add "for library purposes" and trustees agreed with this adjustment.

MOTION: It was moved by Trustee Behr and supported by Trustee VanderVries that the Library Board approve the amended line to the Patron Behavior Policy as presented. Vote 6-Yes, 0-No, 1-Absent (Vance). Motion carried.

I. Ends Development

A. Presentation of the Preliminary FY 202 Budget for the Portage District Library

Library Director Klien asked Business Manager Rob Foti to do an overview of the FY2026 Budget. Foti said this is a preliminary budget and reflects what staff have requested through meetings with all the library department heads. At next month's meeting, after reflection, the Board can make any additional requests for changes. After July, the Proposed FY 2026 Budget will be available for public viewing. At the August 2025 meeting, the FY 2026 Budget is approved at a Public Hearing for official purposes.

Foti said that what is being presented is a balanced budget. This document reflects what we

MINUTES

are requesting for FY 2026. FY2027 is an estimate of where we think things are going as we plan ahead. Foti said the library has experienced a minor setback with Headlee. It is down again a small amount. Foti said he wouldn't recommend that the Library Board try to get the millage renewed to the full 2 mills at this time.

Foti then began a breakout explanation of library expenses for 2026 beginning with Salaries and Wages. The Library is budgeting to go over 50 employees next year.

Staff have been analyzing their collections and making recommendations for the future. Digital collections (eBooks and eAudiobooks) continue to increase.

Supplies increase in the Office Supplies line, that is where we have budgeted some additional funds for Interlibrary Loan in preparation for budget cuts at the federal level. The State of Michigan received federal funds for this coming year. no change for ILL and databases for 2025-2026. The following year funding is currently zero. Nothing in the budget currently put out. That is my current understanding at this time. One year for everyone to figure out what it looks like. Current Michigan state budget amount holds steady and doesn't currently make up any difference.

There is an increase noted in the Building Repair and Maintenance project line. Facilities Manager Ben Chee has pinpointed projects that need to be done including window caulking and Efface/plaster work in 2026.

The Board expressed their thanks to Business Manager Foti and staff for their work on the FY2025 Budget.

IX. Library Director's Reports

A. Final remarks by Library Director for the June 23, 2025 Library Board Meeting.

Library Director Klien said Lego City is back at the library for the week of June 30-July 5.

X. Process Evaluation

A. Suggestions for Agenda Items to be included on the July 28, 2025 Board Meeting

1. Minutes of the Regular Meeting held on June 23, 2025
2. Review of Internet Policy
3. Final Review and Approval of Proposed Fiscal Year 2026 Budget and Millage Rate for public inspection prior to Public Hearing at the August 25, 2025 board meeting
4. 2nd Quarter Report for FY 2025
5. Presentation of the Library's 3-Year Technology Plan (FY 2026-2028)
6. Monitoring Report on Executive Limitation for Minutes/Records Retention

B. Miscellaneous -

Trustee VanderVries will not be able to attend the July Library Board Meeting.

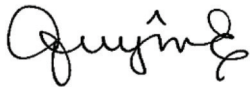
MINUTES

XI. Adjournment

Library Board Vice Chair Friedman said if there was no further business to be considered, that she would adjourn the regular board meeting of June 23, 2025.

DISPOSITION: The regular board meeting of June 23, 2025 was adjourned at 7: 25PM.

Recorded and Transcribed by,

A handwritten signature in black ink, appearing to read 'Quyen Edwards', written in a cursive style.

Quyen Edwards

Library Board Secretary