

MINUTES

From the June 22, 2026
Regular Board Meeting

I. Start of Meeting

II. Roll Call

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

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

Library Staff Absent: Laura Wright

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

Library Board Chair Jeanne Friedman welcomed everyone to the June 22, 2026 Library Board Meeting. She asked if anyone present had any comments and there were none.

- A. Comment from Trustee Baker - Trustee Baker shared a positive review of the latest book by local author Lindsay MacMillan, *The Anti-Marriage Pact: A Novel*.

IV. Adoption of the Agenda for the Regular Meeting of June 22, 2026

Library Board Chair Friedman asked if there were any changes to the agenda before its adoption and there were none. Friedman 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 June 22, 2026. Vote: 7 -Yes, 0-No. Motion carried.

V. Audit Presentation

- B. Presentation of Audit Report for FY 2025 by Rehmann Robson

The audit opinion from Rehmann Robson was an unmodified, clean audit. The Rehmann representative also said that it was a pleasure to work with Business Manager Rob Foti and the library staff. He went over the provided handouts including "Areas of Interest" and "Financial Highlights". He commented positively on the increase of two million dollars in the General Fund Balance and that the library has prioritized funding the "Unassigned Fund Balance" to ensure the library is prepared in the case of loss of revenue. Business Manager Rob Foti discussed the audit provided page of comments and said that he would be following up on their recommendations.

VI. Consent Agenda

Library Board Chair Friedman asked if there were any changes needed to the consent agenda for the June 22, 2026 board meeting before its adoption and there were none.

- A. Minutes of the regular meeting held on May 18, 2026
- B. May 2026 Director's Report
- C. Spotlight on Outreach
- D. Budget Amendment for Restricted Donation
- E. Financial Condition for May 2026

F. Statistical Report for May 2026

G. July 2026 Program Calendar

H. Staff Development Day

MOTION: It was moved by Trustee VanderVries and supported by Trustee Behr that the Library Board adopt the agenda for the regular meeting of June 22, 2026. Vote 7-Yes, 0-No. Motion carried.

VII. Governance

A. Board Retreat

Library Director Klien and Board Chair Friedman met for Klien's midyear review. They discussed using this year's Board retreat to discuss the library's strategic plan which is set to expire at the end of 2026. Trustees could use that time to make modifications and/or discuss if they would like to write a new strategic plan. Friedman has requested feedback from the staff regarding moving forward with changes, continue the same plan, or remove certain project. The library director and trustees agreed that we want the staff to have a document that they can use.

Board and administrative staff will meet in the Fall.

B. Revise Heritage Room Policy

Library Director Klien referred to the memo and said that Local Historian Steve Rossio was requesting some minor changes to the Heritage Room Policy.

MOTION: It was moved by Trustee Vance and supported by Trustee Baker that the Library Board approve the recommended changes to the Heritage Room Policy. Vote 7-Yes, 0-No. Motion carried.

C. Friends of the Portage District Library Update

Board Liaisons Terry and Baker reported that the Friends had \$3,500 in sales at their June book sale and that they have more members this year than last year. The Friends are discussing the possibility of moving the June sale to a different week in 2027 because there were so many competing events that first week.

D. Memo - Conflict of Interest

Library Director Klien reviewed the memo regarding the purchase of native plants for the library's native plant garden designed by Mike Weis, of Dropseed Native Gardens and Ecological Services. She said that we wanted to disclose a possible conflict of interest due to the fact that library staff member Quyen Edwards is co-owner of the Portage-based Painted Lady Greenhouse.

Trustees said that as long as prices were comparable and the business provided plants in the quantities and varieties required, that they prefer the library use local vendors.

MOTION: It was moved by Trustee VanderVries and supported by Trustee Terry that the Library Board approve using Painted Lady Greenhouse as a vendor. Vote 7-Yes, 0-No. Motion carried.

VIII. Ends Development

A. Presentation of the Preliminary FY 2027 Budget for the Portage District Library

Business Manager Foti said that this document has been produced after many discussions with staff for recommendations and budget line changes both increases and decreases. Foti said he was pleased this budget was able to accommodate all budgeting requests for 2027.

On the revenue side, the library is projecting an increase of 3.44%.

Foti said the library would experience another small Headlee Rollback. While it doesn't amount to a huge revenue loss at this time, it is a trend that is continuing and we should keep an eye on it.

Library supervisors have sked for more staffing in 2027 including another part-time position in circulation as well as another full time librarian in Youth Services. Any full time positions require an increased budget for benefits.

Library digital materials will see increase as ebook usage continues to grow.

Budgeting lines that will be decreased include supplies and Administrative Services which are used on a 'as needed' basis. The library is also increasing the budget for utilities to ensure we are protecting ourselves against energy increases

Debt payment funded and the amount should remain consistient over the next three years.

Foti reminded trustees that this is a preliminary budget. He encouraged them to think about what has been recommended and requests for changes can be made next month.

Trsutee VanderVries asked if PPT (Personal Porperty Tax) reimbursement is included in the budget, and Business Manager Foti responded that it was.

Trustees had questions about technology budget - IT Manager Behrje said that projects are rolling over 4 years - public computers, private computers, self checkouts, and hardware.

Trsutee Behr has questions regarding the decrease on physical books in Youth Services. Klien repounded that this is due to limited space in the Youth Area for additional new materials and that they don't need as large a budget for Youth Library of Things now that the collection has been established.

Trustees asked about the Cataloging and Processing decrease. Head of Circulation and Technical Services Pylar responed that in the past, the budget had included fees for SkyRiver and now she is using BlueCloud which is already paid for through SirsiDynix.

IX. Library Director's Reports

A. Final remarks by Library Director for the June 22, 2026 Library Board Meeting.

The Annual Lego City display in the meeting rooms is coming up. Sign up if you are interested in helping to monitoring the room and see the community enjoy the display.

It is an Election Year. Reminder that the trustee filing deadline is August 11, 2026 at the Kalamazoo County Clerk. Trustees VanderVries, Terry, and Friedman's terms are expiring.

Local Historian Steve Rossio reviewed the events planned for the country's 250th Anniversary partnering with Portage Historic District Commission: a Concert at Overlander Bandshell, Large Photos from John Todd collection on display, and the creation of a time capsule. Rossio is also participating in the reading of the Declaration of Independance on the 4th of July and a July 11th - Revolutionary War Encampment, reinactors, tours of the Portage City Center.

X. Process Evaluation

A. Suggestions for Agenda Items to be included on the June 22, 2026 Board Meeting

1. Minutes of the Regular Meeting held on May 17, 2026
2. Audit Presentation by Rehman Robson
3. Discussions about Plans for 2026 Library Board Retreat
4. Review of Heritage Room Policy
5. Review of Creation Station/Makerspace Policy
6. Presentation of Proposed Library Operating Budget for FY2027

B. Miscellaneous

Trustee VanderVries will not be attending the July Meeting.

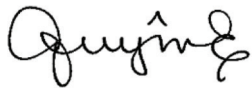
XI. Adjournment

Library Board Friedman said if there was no further business to be considered, that she would accept a motion to adjourn the regular board meeting of June 22, 2026.

MOTION: It was moved by Trustee Behr and supported by Trustee Baker that the Library Board adjourn the regular meeting of June 22, 2026. Vote 4-Yes, 0-No, 3-Absent. Motion carried.

DISPOSITION: The regular board meeting of June 22, 2026 was adjourned at 7:35 PM.

Recorded and Transcribed by,

A handwritten signature in black ink, appearing to read "Quyên Edwards". The signature is fluid and cursive, with a prominent loop at the end.

Quyên Edwards
Library Board Secretary