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From the October 26, 2026 Regular Board Meeting

I. Start of Meeting

II. Roll Call

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

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

Library Board Chair Jeanne Friedman welcomed everyone to the October 26, 2026 Library Board Meeting. She 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 Vance and supported by Trustee VanderVries that the Library Board adopt the agenda for the regular meeting of October 26, 2026. Vote 6-Yes, 0-No, 1-Absent (Whitlock). Motion carried.

V. Consent Agenda

Library Board Chair Friedman asked if there were any changes needed to the consent agenda for the October 26, 2026 board meeting before its adoption . Trustee VanderVries requested removal of Item I - MLA Advocacy New for October 2026.

A. Minutes of the Regular Board Meeting of September 28, 2026.
B. Review of Donation Policy.
C. Budget Amendments – Designated Donations 2026.
D. Monitoring Report – Communication & Support to the Library Board.
E. Monitoring Report – Ends Focus of Grants/Contracts.
F. Narrative Report for September 2026.
G. Report on Financial Condition for September 2026.
H. Statistical Report for September 2026.
I. MLA Advocacy News for October 2026.
J. PDL Events Calendar for November and December 2026.

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 October 26, 2026 with

the exception of Item I - MLA Advocacy News for October 2026. Vote 6-Yes, 0-No, 1-Absent (Whitlock). Motion carried.

Item I - MLA Advocacy News for October 2026. - Trustee VanderVries encouraced the other trustees to be aware of what happens in the Michigan Legislature regarding budgeting during the lame duck session.

MOTION: It was moved by Trustee Baker and supported by Trustee VanderVries that the Library Board approve Item I after discussion. Vote 6-Yes, 0-No, 1-Absent (Whitlock). Motion carried.

VI. Governance

A. Approval of Circulation Policy

Library Director Christy Klien said that there were no changes to the Circulation Policy.

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

B. Approval of Resident/Non-Resident Policy and Non-Resident Fee Amount for 2027.

Library Director Christy Klien said that there were no changes requested for the Resident/Non-Resident Policy. She also directed trustees to review the recommended increase in the Non-Resident Fee as calculated by the standard equasion used to determine it each year.

MOTION: It was moved by Trustee Terry and supported by Trustee Baker that the Library Board approve the **Resident/Non-Resident Policy and Non-Resident Fee Amount for 2027** as presented. Vote 6-Yes, 0-No, 1-Absent (Whitlock). Motion carried.

C. Approval of Holiday Schedule for Library Hours of Operation in 2027.

Library Director Christy Klien referred to the memo with 2027 dates for traditionally closed holidays including Juneteenth. Klien noted that she is recommending closing at 5PM again on Thanksgiving Eve at 5PM. It is a slow traffic evening and would benefit staff who travel to celebrate the holiday. Trustee Behr ased about closing for the 4th of July which falls on a Sunday in 2027. Trustees had a discussion about full time vs. part time staff benefits when the library is closed and what the staff preference might be in regards to observing a federal holiday on the day or having a floating holiday to be able to choose what day to take time off. They also discussed what patrons would expect. Trustee Behr made a motion that was subsequently withdrawn. The decision was made to table the votes to allow Library Director Klien to discuss the issue further with staff and bring it back to the Board with more information at the December meeting.

D. 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.

E. Friends of the Library Update

Trustee Terry and Trustee Baker said that there are two long-time Friends volunteers who are stepping down from the volunteer roles at the end of the year. The Friends membership is at an all time high of 155. They have money for grant requests from the library staff. They had another successful book sale in October and made more than $5,000.

The Friends are sponsoring the annual Staff Halloween Pizza Party on Friday, Oct. 30th.

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F. Michigan CLASS Participation

Library Business Manager Rob Foti explained that Michigan CLASS is a local government investment pool that has served Michigan public agencies since 1991 and invests only in instruments permitted under Michigan law for public agencies. He requested Board premission for the Portage District Library to participate. Information about Michigan CLASS features and benefits was provided in the Board Packet and a listing of other participants was also provided.

MOTION: It was moved by Trustee Vance and supported by Trustee Terry that the Library Board approve the use of the Michigan CLASS forPortage District Library inventments. Vote 6-Yes, 0-No, 1-Absent (Whitlock). Motion carried.

VII. Ends Development

A. Library Director's Accomplishment of Personal Goals for Fiscal Year 2026.

Klien said that her update was provided in the packet. She said it has been another good year. She met all the goals with the exception of Item 3 which is still in progress. She emphasized that in regard to purchasing security cameras for the library property, she is focused on the security of staff and patrons while also protecting people's privacy where appropriate.

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 2026.

B. Library Director's 2026 Evaluation Process

Board Chair Friedman 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 before Thanksgiving on Wednesday, November 25th. Library Board Secretary Edwards will send out the complied evaluation forms by the end of the week and is also available to schedule time for trustees to use a library computer to complete the evaluation.

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

C. Third Quarter 2025 Strategic Planning Statistics

Klien said staff provided updates regarding activities completed in July, August, and September 2026 towards strategic planning goals. Klien said that some activities do not have updates or no significant progress to report at this time.

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

D. Third Quarter 2026 Financial Report.

Klien said the report is as presented by Business Manager Foti. Foti said that the good news is as follows: Tax revenues came in on budget. State Aid and Penal Fines came in a little above budget. Investment income is up. The library made another bond payment today. Expenses are at or below target for this time of year. Salaries and Wages are a little below target because we just has a full-time position that was filled with some lag time between employees. Foti said that he and Library Director Klien are working through quotes for next year's health insurance. Utilities are in under budget for this time of year due to the mild fall weather.

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DISPOSITION: The Library Board received the Third Quarter 2026 Financial Report.

E. Request for Library Board Approval for Restricted Use of Trustees Signatures 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 the whole Portage Library district whether they are current patrons or not. Klien said she needs permission to use trustees signatures on the letter. Following Board approval, the letters should arrive in mailboxes by Thanksgiving. Klien asked trustees wanted the letter to be a fundraising opportunity or would you prefer this to be information to the community? After discussion, trustees asked that a few sentences about considering a donation in support of the library at the end of the letter without including a donation envelope.

MOTION: It was moved by Trustee Behr and supported by Trustee Baker to approve a one time use of trustees signatures. Vote 6-Yes, 0-No, 1-Absent Whitlock). Motion carried

VIII. Library Director's Reports

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

Klien said sent trustees an update via email about the campaign finance complaint. Our attorney drafted a letter and sent it on to the Bureau of Elections. The individual in question was treated like any other patron that uses the library. There is a small cost associated with the equipment used and anyone else would get the same treatment.

There was discussion about the union discussions for Kalamazoo Public staff members.

Library Director Klien concluded her report by announcing that PDL staff members Jay Cotter, Facilities, and Rosemary Cotter, Adult Services, are retiring at the end of the year.

IX. Process Evaluation

A. Suggestions for Agenda Items to be included on the December 14, 2026 Board Meeting

1. 1. Minutes of the Regular Meeting held on October 26, 2026.
2. 2. Review of FOIA Policy
3. 3. Approval of Annual Calendar of Library Board Activities for FY 2027
4. 4. Adoption of Schedule of Library Board Meetings for 2027
5. 5. Report on Financial Condition for October & November 2026
6. 6. Narrative Report for October & November 2026
7. 7. Statistical Report for October & November 2026
8. 8. MLA Advocacy News for November & December 2026
9. 9. Personnel Committee's Recommendation for Library Director's Compensation in 2027
10. 10. End-of-Year Report on Accomplishment of all Ends in 2026

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X. Adjournment

Library Board Chair Friedman said if there was no further business to be considered, that she would adjourn the regular board meeting of October 26, 2026.

DISPOSITION: The regular board meeting of October 26, 2026 was adjourned at 7:15 PM.

Recorded and Transcribed by,



Quyen Edwards
Library Board Secretary