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From the February 23, 2026
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, Donna VanderVries, and Linda Whitlock

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

Library Staff Absent: Ben Chee

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

Library Board Chair Jeanne Friedman welcomed everyone to the February 23, 2026 Library Board Meeting. She asked if anyone present had any comments.

A. Comment from Board Chair Friedman -

Friedman said she has recently attended two programs at PDL - One presented by Rebecca Rupe, Archives/Collections Coordinator for the Match-E-Be-Nash-She-Wish Band of Pottawatomi Indians (Gun Lake Tribe) and Educate and Caffeinate to learn about coffee.

B. Comment from Trustee VanderVries -

VanderVries said she was in DC recently for NACo (National Association of Counties) where the topic of the anti tax movement was discussed. There are at least 20 states going through anti-tax related ballot proposals. It is concerning because of the ways it could significantly alter funding for local governments.

V. Adoption of the Agenda for the Regular Meeting of February 23, 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 Behr that the Library Board adopt the agenda for the regular meeting of February 23, 2026. Vote 7-Yes, 0-No, 0-Absent. Motion carried.

VI. Consent Agenda

Library Board Chair Friedman asked if there were any changes needed to the consent agenda for the February 23, 2026 board meeting before its adoption and none were requested.

- A. Minutes of the regular meeting held on January 26, 2026
- B. February 2026 Narrative
- C. Financial Condition for January 2026
- D. Statistical Report for January 2026
- E. March 2026 Program Calendar

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- F. Review of Confidentiality Policy
- G. Review of Social Media Policy
- H. Review of Lost and Found Policy
- I. MLA Advocacy News

MOTION: It was moved by Trustee Vander Vries and supported by Trustee Terry that the Library Board adopt the consent agenda for the regular meeting of February 23, 2026. Vote 7-Yes, 0-No, 0-Absent. Motion carried.

VII. Governance

A. Introduction of New Full Time Staff

The Library Board was introduced to Jacob Lambert and Jamie McKinney. Lambert was a part time Adult Services Customer Service Associate until he was promoted to full time Adult Services Librarian in October 2025. McKinney was one of the part time Makerspace Assistants and she was promoted to Makerspace Coordinator this February.

B. Review and Approve Library Board Bylaws

Library Director Klien said that this item on the agenda is the yearly review of the Library Board Bylaws. There were no changes made and trustees had no discussion.

MOTION: It was moved by Trustee VanderVries and supported by Trustee Terry that the Library Board approve the Library Board Bylaws. Vote 7-Yes, 0-No, 0-Absent. Motion carried.

C. Report for Friends of the Library.

Co-Liaison to the Friends, Trustee Terry gave the Friends of the Portage District Library Board Meeting Update. The Friends had a long meeting this month. They approved requests for funding for the Summer Reading Program, Geek Fest, and more. They have a new flyer to put in bags at their sales which explains who the Friends group is and what they do for the library as a separate organization. In February, the book sale made approximately \$3,300.

D. Budget Amendment for Friends of the Library Donation

Trustees reviewed the specific items that were proposed and approved by the Friends. Board Chair Friedman asked for a motion.

MOTION: It was moved by Trustee Vance and supported by Trustee Baker that the Library Board approve the budget amendment for the Friends of the Library donation as recommended. Vote 7-Yes, 0-No, 0-Absent. Motion carried.

VIII. Ends Development

A. Donations Report for Funds Received in 2025

Business Manager Foti reminded trustees that donations are not budgeted for each fiscal year and must therefore be approved by budget amendment. Presented in the packet are the donations from the end of FY 2025 that have been designated for specific use as well as the total amount of undesignated funds.

Foti highlighted a column in the report that is new this year - distribution of estates and trusts. The

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library has been the recipient of two generous donations in this category in 2025.

B. Memo Regarding Budget Amendments for Restricted Donations and Allocation of 2025 Donations.

Business Manager Foti reported \$950 in designated donations from 2025. He said Library Admin staff have also discussed options for the Undesignated Donations in ways that would enhance services to our community. We will bring recommendation to the board later in the year.

MOTION: It was moved by Trustee Baker and supported by Trustee VanderVries that the Library Board approve the budget amendment for designated donations as presented. Vote 7-Yes, 0-No, 0-Absent. Motion carried.

I. Monitoring Reports (10 minutes)

A. Monitoring Report: Emergency Library Director Succession.

Library Director Klien reminded trustees that this monitoring report lays out plans for an emergency if the Director were to suddenly leave.

B. Monitoring Report: Succession/Replacement Plan.

Library Director Klien reminded trustees that this monitoring report lays out plans for a permanent replacement for a Library Director if they were to resign or retire.

C. Monitoring Report: Treatment of Consumers.

Disposition: Trustees received the monitoring reports.

IX. Library Director's Reports

A. Final remarks by Library Director for the February 23, 2026 Library Board Meeting.

Library Director Klien reminded trustees that STEAM Librarian Jane Fleming is retiring at the end of the week. With the hiring of the new Makerspace Coordinator Jamie McKinney, the Makerspace is becoming its own department. McKinney will report directly to the Library Director and have the ability to do both Adult and Youth focused programming.

Klien said that she is pleased to report that Dan Jaqua will do his presentation on economic and community development in our area in May.

X. Process Evaluation

A. Suggestions for Agenda Items to be included on the March 23, 2026 Board Meeting

1. Minutes of the Regular Meeting held on February 23, 2026
2. Monitoring Report on Executive Limitation: Asset Protection
3. Monitoring Report on Executive Limitation: Financial Planning & Budgeting
4. Monitoring Report on Executive Limitation: Financial Condition & Activities
5. Library Investment Report
6. 2026 Marketing Plan

B. Miscellaneous

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XI. Adjournment

Library Board Chair Friedman said if there was no further business to be considered, that she would entertain a motion to adjourn the regular board meeting of February 23, 2026.

It was moved by Trustee VanerVries and seconded by Behr to adjourn the meeting. Vote 7-Yes, 0-No, 0-Absent. Motion carried.

DISPOSITION: The regular board meeting of February 23, 2026 was adjourned at 6:22 PM.

Recorded and Transcribed by,



Quyen Edwards

Library Board Secretary