

PORTAGE DISTRICT LIBRARY BOARD
Minutes of the Public Hearing and Special Meeting held on
November 20, 2019

In the lower level meeting rooms of the Portage District Library, 300 Library Lane – Portage, MI 49002

I. Start of Meeting - Board members and staff gathered for the public hearing to start at 6:00 PM

II. Roll Call -

Board Members Present: Carol Bale, Michele Behr, Jeanne Friedman, Ted Vliek, and Tom Welsh

Board Members Absent: Cara Terry (excused) and Donna VanderVries (excused)

Library Staff Present: Library Director Christy Klien, Rolfe Behrje, Rob Foti, and Colin Whitehurst (Staff Appointed Acting Secretary)

III. Adoption of the Agenda for the Meeting of November 20, 2019

Library Board Chair Welsh asked if there were any changes needed to the agenda for the November 20, 2019 special meeting before its adoption, and there were no changes requested by trustees. Welsh asked for a motion to adopt the agenda.

MOTION: It was moved by Trustee Behr and supported by Trustee Friedman that the Library Board adopt the agenda for the special meeting of November 20, 2019. Vote: 5-Yes, 0-No, 2-Absent (Terry, VanderVries). Motion carried.

IV. Public Hearing

A. Public Hearing on the Proposed Amended FY 2020 Budget and Formal Resolution to Adopt the FY 2020 Budget

MOTION: It was moved by Trustee Vliek and supported by Trustee Behr to move into a public hearing for the Proposed Amended FY 2020 Budget. Vote: 5-Yes, 0-No, 2-Absent (Terry, VanderVries). Motion carried.

Library Board Chair Welsh invited any public comments at the Public Hearing on the Proposed Fiscal Year 2020 Budget. There were no public comments made. Trustee Friedman read aloud the resolution to adopt the Fiscal Year 2020 Library Budget.



PORTAGE DISTRICT LIBRARY
COUNTY of KALAMAZOO, MICHIGAN

Public Hearing on Amended Fiscal Year 2020 Budget Held on November 20, 2019

RESOLUTION to ADOPT the FISCAL YEAR 2020 LIBRARY BUDGET

WHEREAS, in compliance with the requirements of the Michigan Uniform Accounting and Budgeting Act, a balanced budget has been set up for the *Portage District Library* for the Fiscal Year January 2020 through December 2020; and

WHEREAS, a public hearing was held on November 20, 2019 on the proposed Amended Fiscal Year 2020 *Portage District Library* Budget, in compliance with all applicable laws;

WHEREAS, the *Portage District Library* is recognized by the Library of Michigan as a legally established district library operating in the County of Kalamazoo, State of Michigan, pursuant to the District Library Establishment Act, 1989 PA 24 (MCL 397.171 et seq.), with an effective date of March 22, 1998;

WHEREAS, the *Portage District Library Board* is the governing body of the *Portage District Library* with all the powers granted to such a district library board by the Act; including the legal authority to determine the amount of money necessary for the operation of the district library and to levy a tax on the taxable property in the *Portage District Library* service area;

WHEREAS, the *Portage District Library Board* has determined that the levy of a district-wide property tax in an amount not to exceed 2.0 mills is necessary to generate revenue which, combined with other income derived from Industrial Facility Tax Income \$61,477, State Aid Income \$37,500, Local Community Stabilization Share Appropriation \$313,063, County Penal Fines \$60,000, Local Fines and Fees Income \$70,000, Interest Income \$80,000, Rental Income \$3,000, and Vending Services \$12,000 will result in adequate funding to provide library services to the residents of the *Portage District Library* district;

WHEREAS, the *Portage District Library's* original millage proposition was passed by a majority of voters in the Portage Public Schools election on June 8, 1998, authorizing the *Portage District Library Board* to levy a tax annually upon all property subject to ad valorem taxation within the district in an amount not to exceed 1.5 mills on the taxable value of such property;

WHEREAS, the *Portage District Library's* new additional millage proposition was passed by a majority of voters in the general election on November 5, 2019, authorizing the *Portage District Library Board* to levy a new additional millage in an amount not to exceed 0.5 mill against all taxable property within the Portage District Library district for a period of ten (10) years, 2019 to 2028, inclusive;

WHEREAS, the Portage District Library Board certifies that it will levy a total of 2.0 mills (\$2.00 per \$1,000 of taxable value) for all district library purposes authorized by law on December 1, 2019. The 2.0 mills total millage rate is the combined rate of the 1.5 mills that was approved by the Portage District Library Board on August 26, 2019 plus the millage rate of .5 mill approved on November 11, 2019.

NOW, THEREFORE, BE IT RESOLVED by the *Portage District Library Board* that the following sums are appropriated for the 2020; Fiscal Year of the *Portage District Library* for the purposes set forth below:

<u>Operating Expenses</u>	<i>Budget</i>
Salaries & Wages	\$ 1,621,747
Fringes & Benefits	\$ 658,522
Library Materials	\$ 673,363
Library Supplies	\$ 143,887
Administrative Services	\$ 286,170

Buildings & Utilities	\$ 348,347
Furnishings & Equipment	\$ 10,415
Other Charges	\$ 267,075
Total Operating Expenses:	\$ 4,009,526
<u>Capital Projects Expenses:</u>	<u>\$ 1,186,347</u>
GRAND TOTAL EXPENSES:	\$ 5,195,873

BE IT FURTHER RESOLVED, that the total budget for the *Portage District Library* for Fiscal Year 2020; in the amount of \$5,195,873; presented by the Library Director, is hereby approved and adopted by the Portage District Library Board.

DATE: November 20, 2019

PORTAGE DISTRICT LIBRARY BOARD
COUNTY OF KALAMAZOO, MICHIGAN

By: _____
Thomas Welsh, Chair

By: _____
Colin Whitehurst, Acting Secretary

Library Board Chair Welsh asked for a motion to close the Public Hearing.

MOTION: It was moved by Trustee Vlieg and supported by Trustee Behr to close the Public Hearing.
Vote: 5-Yes, 0-No, 2-Absent (Terry, VanderVries). Motion carried.

V. *Formal Resolution to Adopt the FY 2020 Library Budget.*

Library Board Chair Welsh pointed out that at the last meeting there were some questions about the Salaries and Wages Line and the explanation for variance from the FY 2020 Budget that was approved in August and the Amended Budget were combined for clarification in the updated document. Board Chair Welsh then asked for a motion to approve the resolution and adopt the Fiscal Year 2020 Library Budget.

MOTION: It was moved by Trustee Vlieg and seconded by Trustee Behr to approve the Resolution to Adopt the Fiscal Year 2020 Budget as presented.

Roll Call Vote in alphabetical order with the Chair last: Trustee Bale – Yes. Trustee Behr – Yes.
Trustee Friedman – Yes. Trustee Vlieg – Yes. Trustee Welsh – Yes.
Vote: 5-Yes, 0-No, 2-Absent (Terry, VanderVries). Motion carried.

Library Board Chair Tom Welsh and Acting Library Board Secretary Colin Whitehurst signed the Resolution at the conclusion of the meeting.

XI. Process Evaluation

A. *The next regular meeting of the Portage District Library Board will be held on Monday, December 16, 2019 at 6:00 PM.*

B. *Miscellaneous Items –*

The Library Board began a discussion about year-end staff recognition that will continue at the December Board Meeting when all trustees are present.

XII. Adjournment –

Library Board Chair Welsh said if there was no further business to be considered, that he would adjourn the public hearing and special meeting of November 20, 2019.

DISPOSITION: The public hearing and meeting of November 20, 2019 was adjourned at 6:35 PM.

Recorded and Transcribed by,

Colin Whitehurst
Acting Library Board Secretary