

# PORTAGE DISTRICT LIBRARY BOARD

Regular Board Meeting to be held on

**December 12, 2022**

**300 Library Lane, Portage, MI 49002 - 6:00 PM**

I. Start of Meeting - Board members and staff gathered and the board meeting started at 6:00 PM.

## II. Roll Call

*Board Members Present:* Ken Baker, Michele Behr, Tom Vance, Donna VanderVries, and Linda Whitlock

*Board Members Absent:* Carol Bale and Jeanne Friedman

*Library Staff Present:* Library Director Christy Klien, Rolfe Behrje, Rob Foti, Lawrence Kapture, Abby Pylar, Pam Triplett, Laura Wright and Colin Whitehurst

*Library Staff Absent:* Quyen Edwards

*Guests Present:* Cara Terry, Trustee-Elect

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

A. Comment from Trustee Behr – Behr mentioned that she received an email from Trustee Carol Bale regarding her end of term as a board member. The email mentioned that she was happy to have worked with everyone over the past few years and that she believes that the board members will continue to help strengthen the programming that the library has been doing. She wishes everyone the best.

DISPOSITION: The Library Board acknowledged the comments made by Trustee Behr.

## IV. Adoption of the Agenda for the Regular Meeting of December 12, 2022.

Library Board Chair Behr asked if there were any changes needed to the agenda for the December 12, 2022 board meeting before its adoption. There were no changes requested by trustees. Behr asked for a motion to adopt the amended agenda.

MOTION: It was moved by Trustee Vander Vries and supported by Trustee Vance that the Library Board adopt the agenda for the regular meeting of December 12, 2022. 5-Yes, 0-No, 2-Absent (Bale, Friedman). Motion carried.

## V. Consent Agenda

Library Board Chair Behr asked if there were any changes needed to the consent agenda for the December 12, 2022 board meeting before its adoption. Trustee VanderVries requested the removal of Item J - Legislative Update for October & November 2022.

- A. Minutes of the Regular Meeting of October 24, 2022.
- C. Review of FOIA Policy.
- D. Approval of Annual Calendar of Library Board Activities for FY 2023.

- E. Narrative Report for October & November 2022.
- G. Financial Condition for October & November 2022.
- H. Marketing Update for October & November 2022.
- I. Statistical Reports for October & November 2022.
- J. MLA Advocacy News for October & November 2022.
- K. Library Board Linkage for December 2022 and January 2023.

MOTION: It was moved by Trustee Vander Vries and supported by Trustee Vance to approve the amended consent agenda with the removal of Item J. 5-Yes, 0-No, 2-Absent (Bale, Friedman). Motion carried.

Item J. - Legislative Update for October & November 2022. – Trustee Vander Vries mentioned because it was a lame duck election and there has been talks about the veteran reimbursement exemptions and housing bills.

MOTION: It was moved by Trustee Vander Vries and supported by Trustee Vance to approve Item J - Legislative Update for October & November 2022 after discussion. 5-Yes, 0-No, 2-Absent (Bale, Friedman). Motion carried.

## VI. Governance

### A. Holiday Schedule for Library Hours of Operation in 2023

Trustees discussed that Kalamazoo Public Library is closed for Juneteenth, while Willard Library is open with programming reflecting the holiday.

MOTION: It was moved by Trustee Vance and supported by Trustee Baker to approve the Holiday Schedule for Library Hours of Operation in 2023 as presented, including Juneteenth. 5-Yes, 0-No, 2-Absent (Bale, Friedman). Motion carried.

### B. Adoption of Schedule of Library Board Meetings for 2023.

The library board had a discussion about the March 2023 meeting being moved up a week because of Spring Break. Discussions of February could also be a problem because of midwinter break, but the week before is Presidents Day. The trustees present said they would reconsider in January for the February meeting if date needs to be changed when Trustee Friedman (a PPS teacher) is available for input.

MOTION: It was moved by Trustee Whitlock and supported by Trustee Vander Vries to approve the 2023 Library Board Meeting schedule as presented. 5-Yes, 0-No, 2-Absent (Bale, Friedman). Motion carried.

### C. Appointment of Nominating Committee Chair to survey trustees' interest in Board offices in 2023.

Board Chair Behr said she would entertain a volunteer for a nominating committee chair for 2023. Trustees Behr, Vance, and Whitlock volunteered. Board Chair Behr said that the Board Officers included chair and vice chair, and the committees (which will be appointed by the Board Chair) included personnel (2) and Friends liaison (1).

DISPOSITION: The Library Board accepted Trustee Whitlock as the Nominating Committee Chair to survey trustees' interest in Board offices in 2023.

### D. Changing Practices for Teacher Cards

Explanation by Head of Circulation and Technical Services Abby Pylar stating that we are trying to make it easier for those who are teaching those in our community to have full access to

resources in order to better serve our students. There was discussion regarding if it would include substitute teachers or not. Decided that it would be for long-term subs, after we contact administrator of school, if the need arises.

MOTION: It was moved by Trustee Whitlock and supported by Trustee Baker to approve the request to provide educator cards before a reciprocal card to those working in educational institutions as well as allowing a badge or digital presence on the institution's website as adequate documentation of employment. 5-Yes, 0-No, 2-Absent (Bale, Friedman). Motion carried.

E. Creating Temporary Cards for Those without Proper Documentation

Explanation by Head of Circulation and Technical Services Abby Pylar that some people were misinformed of what they needed to come in and get a library card. We are trying to get to Yes with the patrons, so if they made the effort to come into the building, we will provide them with a temporary shortened card. They will need to provide the more informational documentation upon their return. We will be putting notes in the patrons' accounts so that we do not have people trying to extend their card.

MOTION: It was moved by Trustee Whitlock and supported by Trustee Baker to approve the request to provide three months of library card access to people who come into the building to get a card, but do not have the proper documentation. 5-Yes, 0-No, 2-Absent (Bale, Friedman). Motion carried.

F. Bulletin Board Policy

Library Director Klien said the next three agenda items are policy drafts from the attorney. After hearing her speak at a conference, Klien determined that we needed to update or provide a policy. In the past, we had procedures regarding these topics, but no official policy. The new policy states that items to be posted on the Community Bulletin Board will have to go the Adult Information Desk to get approval and can only stay up for a certain period of time.

MOTION: It was moved by Trustee Baker and supported by Trustee Vander Vries to approve the Bulletin Board Policy as presented. 5-Yes, 0-No, 2-Absent (Bale, Friedman). Motion carried.

G. Resolution to Adopt Public Comment Policy

Klien said the draft presented was also from the library's attorney. There was discussion regarding if there needs to be mention of the online presence. It was assumed that because we allow a hybrid situation that the policy would cover those who wished to speak virtually as well. Wording will need to be changed from President to Chair, as we do not have a board president.

MOTION: It was moved by Trustee Vance and supported by Trustee Vander Vries to approve the policy with it amended to read Board Chair. Roll Call Vote: Behr – yes, Baker – yes, Vance – yes, Vander Vries – yes, Whitlock – yes. 5-Yes, 0-No, 2-Absent (Bale, Friedman). Motion carried.

H. Programming Policy

Library Director Klien presented the final new policy as proposed by the library's attorney. There was discussion regarding if we needed to include those who wished to do political programming. Determined that it was covered under the Library Director's discretion so as to not have to list every anomaly that we could have.

MOTION: It was moved by Trustee Vander Vries and supported by Trustee Whitlock to approve the Programming Policy as presented. 5-Yes, 0-No, 2-Absent (Bale, Friedman). Motion carried.

## VII. Ends Development

### A. Memo: Re End-of-Year Report on accomplishment of all End Statements in 2022

In January 2023, trustees will receive the final Narrative Report that reflects 2018-2022 Strategic Plan projects, 4<sup>th</sup> Quarter 2022 Strategic Plan Statistics, and the final End of Year Report.

DISPOSITION: The Library Board will receive the End-of-Year Report on accomplishment of all End Statements in 2022 in January 2023.

### B. Strategic Plan 2023-2026

Discussed about how the strategic plan is going. We will continue to work on it over the next few months to come up with all of the tasks/projects. Mentioned that this has been the easiest strategic plan to have gone through because of the help from facilitator Amanda Standerfer.

MOTION: It was moved by Trustee Baker and supported by Trustee Whitlock to approve the Strategic Plan 2023-2026 as presented. 5-Yes, 0-No, 2-Absent (Bale, Friedman). Motion carried.

## VIII. Library Director's Reports

### A. Remarks by Library Director for the December 12, 2022 Library Board Meeting.

- a. Show and Tell from Steve – Because of the Heritage Room moving upstairs, there has been an increase in visibility. Which means that more people have been willing to bring in donations. Some of the donations that we have received recently he brought in to show. There is a family that has been in the Schoolcraft/Three Rivers/Portage area since the 1840s. The family donated papers that had been signed by the potential first resident of the area when Michigan was still a territory. There was also period clothing. This clothing is going to be taken to Greenfield Village to talk to a conservator so that we can display it. There was also a large obituary file, which we are one of the very few libraries in the area that did not have one. There was discussion regarding eventually getting the items digitized.
- b. Rolfe wanted to mention the statistics. With being closed for 2 months and at a different location for 2 months this year, we still managed to do 685000 checkouts since we have been back in the building, which is almost a record setting year. This just goes to show that the public is happy to have us back. A big kudos to the staff for enduring all of that. The study rooms have also increased usage by roughly 200%
- c. Christy mentioned some things that we are going to try implementing in the next year
  - i. Paid holiday time for part-time staff. This will be for the holidays that fall during the week, not the weekend
  - ii. Lifelock program for staff security
  - iii. Paid sick time for part-time staff
  - iv. Healthiest you – telehealth for staff mental, nutrition, neck, and back. This is not to be in replacement of health insurance. It is in addition to.
  - v. Compensation salary survey, which is hoping to be finalized in January
  - vi. Many thank you's to the board and staff

DISPOSITION: The Library Board received the Director's Report.

## IX. Library Personnel

### A. Personnel Committee's recommendation for Library Director's compensation in 2023.

Decided against going into a closed session. For ease of notetaking and because of the vote, it was decided against going into a closed session.

Board believes that Library Director Klien meets or exceeds all expectations for the position. There were no criticisms. Klien mentioned that if there ever were, that the board is always able to come and talk to her. There was mention of goal suggestions, including the strategic plan, staffing, and community engagement. Trustee Vance said congratulations for another excellent year and the community is lucky to have a library director like Klien. Trustee Vander Vries said Klien does a great job keeping it all together. Trustee Baker mentioned that is all going well because she makes it look so easy. Klien mentioned that it was because of the wonderful staff.

MOTION: It was moved by Trustee Vance and supported by Trustee Vander Vries to approve the a 3.5% raise and a \$1,000 performance bonus to Library Director Klien. 5-Yes, 0-No, 2-Absent (Bale, Friedman). Motion carried.

Because of some confusion, there will be discussion about the evaluation process once Trustee-Elect Cara Terry is sworn-in and part of the Library Board discussions.

### B. 2022 Year End Discussion Regarding Library Staff Performance Recognition

From doing so much between the move and summer reading and working really hard through everything, Library Director Klien suggested that the board approve staff bonuses based on those performances. Full time staff will receive \$1000, part time \$500, and subs \$100. This will be prorated.

MOTION: It was moved by Trustee Vance and supported by Trustee Vander Vries to approve Staff Performance Recognition as recommended by Library Director Klien. 5-Yes, 0-No, 2-Absent (Bale, Friedman). Motion carried.

## X. Process Evaluation

### A. Suggestions for Agenda Items to be included on the January 23, 2023 Board Meeting

1. Minutes of the Regular Meeting of December 12, 2022.
2. Review of Community Meeting Room Policy.
3. Review of Library Privacy & Search Warrant Policy.
4. Approval of Budget Amendment Request to Increase Expense Lines in the FY 2023 Budget to Offset Unpaid Encumbrances.
5. Approval of Budget Amendment Request to Adjust Reserve Accounts as Required.
6. Election of Library Board Officers for 2023 & Appointment of Library Board Personnel Committee, Board Liaison to the Friends of the Library, and Library Board Secretary for 2023.
7. Annual signing of "*Conflict of Interest*" Statements by trustees.
8. Discussion about guests to be invited to Library Board meetings & staff presentations in 2023.
9. Endorsement of Library Director's Personal Goals for 2023.
11. 4<sup>th</sup> Quarter Financial Report for Fiscal Year 2022 & Comments on Year-End Results.
12. 4<sup>th</sup> Quarter Strategic Plan Statistics
13. Monitoring Report on Executive Limitation: Global Executive Constraint.

B. Assessment of this meeting

- C. Miscellaneous Items – Trustee Vance mentioned that the Veteran’s Day exhibit was outstanding. Trustee Whitlock mentioned that there has been an incredible amount of programming happening and gave kudos to the entire staff for doing all of those.

XI. Adjournment

Library Board Chair Behr said if there was no further business to be considered, that she would adjourn the regular board meeting of December 12, 2022.

DISPOSITION: The regular board meeting of December 12, 2022 was adjourned at 7:08 PM.

Recorded and Transcribed by,

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

Abigail Pylar, Substitute Library Board Secretary