

MINUTES

From the December 16, 2024
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, Quyen Edwards, Rob Foti, Lawrence Kapture, 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 Tom Vance welcomed everyone to the December 16, 2024 Library Board Meeting. He asked if anyone present or online had any comments and there were none.

V. Adoption of the Agenda for the Regular Meeting of December 16, 2024

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 VanderVries and supported by Trustee Baker that the Library Board adopt the agenda for the regular meeting of December 16, 2024. Vote 7-Yes, 0-No, 0-Absent. Motion carried.

VI. Consent Agenda

Library Board Chair Vance asked if there were any changes needed to the consent agenda for the December 16, 2024 board meeting before its adoption and there were none

- A. Minutes of the regular meeting held on October 28, 2024.
- B. October and November 2024 Narrative.
- C. Financial Condition for October and November 2024.
- D. Statistical Report for October and November 2024.
- E. January 2025 Program Calendar.
- F. MLA Advocacy.
- G. Review Bulletin Board Policy.
- H. Review Public Comment Policy.
- I. Review FOIA Policy.

MOTION: It was moved by Trustee VanderVries and supported by Trustee Behr that the Library Board approve the consent agenda for the regular meeting of December 16, 2024. Vote 7-Yes, 0-No, 0-Absent. Motion carried.

MINUTES

VII. CreationStation Presentation by STEAM Librarian Jane Fleming

Jane Fleming, STEAM Librarian, was welcomed to the podium. She thanked trustees for visiting the Makerspace during their recent Board Retreat and for the opportunity to speak a little more about what has been happening in the Makerspace this year. Fleming said the goal of the Makerspace is to foster creativity, collaboration, and learning. This goal is in the forefront as they schedule programming and staffed hours at various times throughout the day. The Makerspace has activities for Adults, Teens, and Youth. Fleming said that she is also partnering with outside organizations to provide access to specialized equipment to those who might not have it.

Fleming went over the different types of equipment in the Makerspace. She also spoke about the two part time Makerspace Assistants: Sean and Haley, who each bring a unique set of skills to the community.

Fleming shared stories of great interactions with patrons and ways that the Makerspace has assisted in problem solving unique issues.

Fleming discussed the Makerspace kits. These were originally created as something for kids to do while the parents are working on Makerspace equipment. They have now become a reason families come to use the Makerspace in the first place. The kits are always growing and changing depending on how they are being used.

Fleming said that looking ahead for the Makerspace, it will be important to keep the machines and offerings up to date, expand outreach, and expand communication about what we offer.

The Board thanked Fleming for her presentation and said that the Portage District Library Makerspace is a great customer service success story.

VIII. Governance

A. Adoption of Schedule of Library Board Meetings for 2025

Library Director Klien said that the March library board meeting does not fall during PPS Spring Break. They also understood that the May and December 2025 meetings would also need to be scheduled a week earlier due to holidays.

MOTION: It was moved by Trustee Behr and supported by Trustee Friedman to approve the 2025 schedule of Library Board Meetings as presented. Vote 7-Yes, 0-No, 0-Absent. Motion carried.

B. Appointment of Nominating Committee Chair to survey trustees' interest in Board offices in 2025.

Board Chair Vance said he would entertain a volunteer for a nominating committee chair for 2025. Trustee Friedman volunteered and was appointed. Vance 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 Friedman as the Nominating Committee Chair to survey trustees' interest in Board offices in 2025.

C. Friends Report

Trustees Baker and Terry said that the Friends made approximately \$4,500 dollars at their December sale. Next year, they will begin to accept credit cards for purchases with a minimum of \$5. The Friends decided at their Board meeting that they would try it for a year and reevaluate.

MINUTES

They have decided to use Square for sales and a laptop in place of a personal phone.

Perpetual book sales will remain cash or check only since we can't combine Friends and library money.

The Friends have a nice group of volunteers Tuesday and Friday mornings. Ruth Cowles, Adult Services Librarian, will continue to be our staff liaison in 2025.

The Library Board will consider inviting the Friends Board to a meeting in 2025.

IX. Library Personnel

A. Personnel Committee's recommendation for Library Director's compensation in 2024 and Renewal of Library Director 5 Year Contract.

Board Chair Vance said the Personnel Committee met on December 2nd. This year's committee included Trustee Jeanne Friedman and Trustee Linda Whitlock. Vance said that when the evaluations were reviewed, all seven trustees gave an outstanding of review of Library Director Christy Klien. The Personnel Committee made their decision based on the unanimous positive feedback from all trustees. They recommend a Library Director Salary increase of 2.5% and a bonus of \$2,000. They would also like to renew Klien's five year contract. Trustee Friedman said she hoped this gives Klien an idea of how much the Board appreciates you and has confidence in your leadership and ability.

MOTION: It was moved by Trustee Behr and supported by Trustee Baker that the Library Board approve the recommendation from the Personnel Committee of a Library Director Salary increase of 2.5%, a \$2,000 bonus, and a 5 year contract renewal.

During the discussion prior to a vote, the Board asked for a reminder on how Staff Bonuses would be handled at the end of the year. Klien responded that the staff bonus is a line item in the budget to be allocated by the Library Director and staff would receive a merit wage increase in the 3-3.5 percent range. After additional discussion about the percentage and without a vote taken, Trustee Behr withdrew her motion.

MOTION: A motion was made by Trustee Behr and supported by Trustee VanderVries that the Library Board approve a Library Director Salary increase of 3%, a \$2,000 bonus, and a 5 year contract renewal. Vote 7-Yes, 0-No, 0-Absent. Motion carried.

X. Library Director's Reports

A. Final remarks by Library Director for the December 16, 2024 Library Board Meeting.

Library Director Klien reminded reelected trustees that Board Secretary Edwards will reach out to them (Whitlock, Vance, Behr, and Baker) for a brief swearing in ceremony with a notary.

XI. Process Evaluation

A. Suggestions for Agenda Items to be included on the January 2025 Board Meeting

1. Minutes of the Regular Meeting of December 16, 2024.
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 2025 Budget to Offset Unpaid Encumbrances.
5. Approval of Budget Amendment Request to Adjust Reserve Accounts as Required.

MINUTES

6. Election of Library Board Officers for 2025 & Appointment of Library Board Personnel Committee, Board Liaison to the Friends of the Library, and Library Board Secretary for 2025.
7. Annual signing of "Conflict of Interest" Statements by trustees.
8. Discussion about guests to be invited to Library Board meetings in 2025.
9. Endorsement of Library Director's Personal Goals for 2025.
10. 4th Quarter Financial Report for Fiscal Year 2024 & Comments on Year-End Results.
11. 4th Quarter Strategic Plan Statistics
12. Monitoring Report on Executive Limitation: Global Executive Constraint.
13. Discussion About Continuation of Hybrid Board Meetings

A. Comments from public, board, and staff.

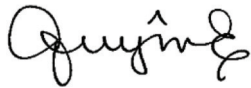
- Board Chair Vance concluded that the Library Board is really proud and grateful for the staff and all their hard work this year.

XII. Adjournment

Library Board Chair Vance said if there was no further business to be considered, that he would adjourn the regular board meeting of December 16, 2024.

DISPOSITION: The regular board meeting of December 16, 2024 was adjourned at 6:45 PM.

Recorded and Transcribed by,



Quyen Edwards

Library Board Secretary