

# MINUTES

From the October 28, 2024  
Regular Board Meeting

## I. Start of Meeting

## II. Roll Call

**Board Members Present:** Ken Baker, Michele Behr, Cara Terry, Tom Vance, and Linda Whitlock

**Board Members Absent:** Jeanne Friedman (excused) and Donna VanderVries (excused)

**Library Staff Present:** Library Director Christy Klien, Ben Chee, Quyen Edwards, Rob Foti Lawrence Kapture, Abby Pylar, Colin Whitehurst, and Laura Wright

**Library Staff Absent:** Rolfe Behrje and Steve Rossio

**Guests Present:** Senator Sean McCann

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

Library Board Chair Tom Vance welcomed everyone to the October 28, 2024 Library Board Meeting. He asked if anyone present had any comments and there were none.

## IV. Guest - Senator Sean McCann

Library Board Chair Vance welcomed Senator Sean McCann to the Board Meeting. Senator McCann thanked trustees and staff for the invitation following Representative Christine Morse who came to a Board meeting in the Spring. Senator McCann said that the last time he spoke at a Library Board Meeting was pre-renovation.

Senator McCann said he is halfway through his second term so he has 2 years left, and then he is term limited out. His committee assignments include serving as the Chair of the Energy and Environment Committee and Vice Chair of the Appropriations Committee. He helped to secure funding for tornado relief for the City of Portage, the Zhang Senior Center, and the future 131 Business Loop project.

With the election 8 days away, Senator McCann reflected on what that might mean for the Lame Duck session. He reminded trustees that they work on a two year legislative cycle, so anything that doesn't get done this year will have to start over in January 2025.

Senator McCann also discussed the fact that libraries have been in the spotlight more. He remains a strong advocate of free speech and library services for all. He said, "My family and I are library patrons and support the good work that you do."

Trustee Behr asked Senator McCann about pending legislation in the House affecting libraries specifically one that recommends "a restricted viewing area for obscene, pornographic material in libraries". McCann responded that the Michigan Library Association has strong library advocates. He also encouraged sending signed letters or emails to him voicing opinions in support for or against any specific bills to give him feedback.

## V. Adoption of the Agenda for the Regular Meeting of October 28, 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 Terry and supported by Trustee Baker that the Library Board adopt the agenda for the regular meeting of October 28, 2024. Vote 5-Yes, 0-No, 2-Absent (Friedman, VanderVries). Motion carried.

# MINUTES

## VI. Consent Agenda

Library Board Chair Vance asked if there were any changes needed to the consent agenda for the October 28, 2024 board meeting before its adoption and none were requested.

- A. Minutes of the Regular Board Meeting of September 23, 2024.
- B. Review of Donation Policy.
- C. Budget Amendment – Friends of the Library and Designated Donations.
- D. Monitoring Report – Communication & Support to the Library Board.
- E. Monitoring Report – Ends Focus of Grants/Contracts.
- F. Narrative Report for September 2024.
- G. Report on Financial Condition for September 2024.
- H. Statistical Report for September 2024.
- I. MLA Advocacy News for October 2024.
- J. PDL Events Calendar for November 2024.

**MOTION:** It was moved by Trustee Whitlock and supported by Trustee Terry that the Library Board approve the consent agenda for the regular meeting of October 28, 2024. Vote 5-Yes, 0-No, 2-Absent (Friedman, VanderVries). Motion carried.

## VII. Governance

### A. Approval of Circulation Policy

Library Director Klien said there are a few small changes in the Circulation Policy this year to include the Library of Things. Patrons are limited to borrowing two (2) pieces of equipment at a time. Klien said that the library has a limited quantity of equipment and this means that limiting the amount that can be borrowed at one time spreads our resources to as many people as possible. Klien said that in the future the library would consider grouping items if we get requests.

**MOTION:** It was moved by Trustee Behr and supported by Trustee Whitlock that the Library Board approve the Circulation Policy as amended. Vote 5-Yes, 0-No, 2-Absent (Friedman, VanderVries). Motion carried.

### B. Approval of Resident/Non-Resident Policy and Non-Resident Fee Amount for 2025.

Library Director Klien said that the recalculated non-resident fee has gone up again as property taxes have increased. The recommended amount for 2025 is \$221 (compared to 2024 amount of \$205). This means that a non-resident would be paying the same amount as an average taxpayer within the library service area.

**MOTION:** It was moved by Trustee Whitlock and supported by Trustee Baker that the Library Board approve the recalculated Non-Resident Fee for 2025 to \$221. Vote 5-Yes, 0-No, 2-Absent (Friedman, VanderVries). Motion carried.

**MOTION:** It was moved by Trustee Terry and supported by Trustee Behr that the Library Board approve the Resident/Non-Resident Policy as presented. Vote 5-Yes, 0-No, 2-Absent (Friedman, VanderVries). Motion carried.

# MINUTES

## C. Approval of Holiday Schedule for Library Hours of Operation in 2025.

Library Director Klien referred to the proposed holiday schedule as presented in the packet. The schedule does not include Staff Development Day for 2025 as it is still to be determined. Klien said that request would be made to the board at a future meeting.

**MOTION:** It was moved by Trustee Behr and supported by Trustee Terry that the Library Board approve the Holiday Schedule for 2025 as presented. Vote 5-Yes, 0-No, 2-Absent (Friedman, VanderVries). Motion carried.

## D. Review of Investment Policy and Library Investment Listing

Library Director Klien said the Investment Policy remains the same as last year and that the current Investment listing is provided in the packet on page 43. The library is mandated to follow Public Act 20 and that is what we do. She asked if there were any questions and there were none.

**DISPOSITION:** The Library Board received the information about the Investment Policy and the Library's Investment listings.

## E. Friends of the Library Update

Trustees Baker and Terry gave the Friends update. The Friends have been seeing consistent sales of over \$4,000 per book sale weekend. They currently have 135 members, a 12 person Board, and lots of volunteers who come on Tuesdays and Fridays to help with donation sorting. The Friends continue discussing the use of credit cards and other electronic payment methods for their book sales.

**DISPOSITION:** The Library Board received the information about the Friends of the Portage District Library.

## F. Request to Approve Contract

The library has some brick work that needs to be done. Facilities Manager Ben Chee has reached out to numerous vendors for quotes and has found it a challenge as detailed in the memo in the Board Packet. Chee is requesting moving forward with Mulders Waterproofing and Sealants, Inc. as they have performed excellent work for the library in the past and this type of work is their speciality.

**MOTION:** It was moved by Trustee Baker and supported by Trustee Terry that the Library Board approve the contract with Mulders as presented. Vote 5-Yes, 0-No, 2-Absent (Friedman, VanderVries). Motion carried.

## VIII. Ends Development

### A. Library Director's Accomplishment of Personal Goals for Fiscal Year 2024

Klien said that her update was provided in the packet. She said it has been another good year. Goal 1 included work on implementation of the library's Strategic Plan. Goal 2 included updates on the staff compensation survey and review of benefits, the addition of a Health Advocate to help work through issues in addition to the services that Rose Street Advisors provides, including Pet Insurance through the library. She and Business Manager Foti are still looking at hiring out some HR responsibilities. They have talked to 5 different groups to figure out what will work best for the library staff. In 2025, we are planning a Staff Satisfaction survey to get more information about what else we can address to assist the staff.

# MINUTES

Goal 3 -included engagement activities the director participated in this year.

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 2024 .

## B. Library Director's 2024 Evaluation Process

Board Chair Vance 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 - Monday, December 2nd. Library Board Secretary Edwards will send out the complied evaluation forms tomorrow.

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

## C. Third Quarter 2023 Strategic Planning Updates

Klien said staff provided updates regarding activities completed in July, August, and September 2024 towards strategic planning goals. Klien said that some activities do not have updates or no significant progress to report at this time.

Board Chair Vance said the updates validate the process. Trustees were pleased with the progress and outreach is to be commended.

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

## D. Third Quarter 2024 Financial Report.

Klien said the report is as presented by Business Manager Foti. Foti said that the good news is as follows: Taxes came in on budget. State Aid and Penal Fines came in a little above budget. Investment income is up. The library recieved another building insurance refund this year.

Foti said the bad news is that we are seeing a 12-15% increases in health insurance premiums. The library is currently on a 12/1 renewal schedule and we are moving to a 1/1 renewal in the future.

**DISPOSITION:** The Library Board received the Third Quarter 2024 Financial Report.

## E. Request for Library Board Approval for Restricted Use of Trustees Signatures and Library Patron Data Base 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 our library patron database that includes updates about what happened at the library in 2024 and invite them to support the library if they are interested. Klien said she needs permission to use the patron database for the mailing and include trustees signatures on the letter. Marketing Manager said that with Board approval today, he expected the letters to arrive in mailboxes by Thansgiving.

**MOTION:** It was moved by Trustee Whitlock and supported by Trustee Terry to approve a one time use of the library patron database for a direct mailing at the end of the year and approve use of trustees signatures. Vote 5-Yes, 0-No, 2-Absent (Friedman, VanderVries). Motion carried.

# MINUTES

## IX. Library Director's Reports

### A. Final remarks by Library Director for the October 28, 2024 Library Board Meeting

The 2024 Board Retreat was scheduled for Tuesday, November 12, from 6-8PM and will include snacks. Library services that will be covered include Makerspace, Library of Things Adult/Youth, eMaterials, Seed Library and PDL Monarch Waystation.

Klien said she went to the Michigan Library Association Annual conference for beneficial presentations, AI information, and sessions on accessibility and inclusion. This conference had the highest attendance of any MLA Conference. Closing session talked about banned books.

## X. Process Evaluation

### A. Suggestions for Agenda Items to be included on the December 16, 2024 Board Meeting

1. Minutes of the Regular Meeting held on October 28, 2024.
2. Review of FOIA Policy
3. Approval of Annual Calendar of Library Board Activities for FY 2025
4. Adoption of Schedule of Library Board Meetings for 2025
5. Report on Financial Condition for October & November 2024
6. Narrative Report for October & November 2024
7. Statistical Report for October & November 2024
8. MLA Advocacy News for November & December 2024
9. Personnel Committee's Recommendation for Library Director's Compensation in 2025
10. End-of-Year Report on Accomplishment of all Ends in 2024

### B. Miscellaneous

First Teen Advisory Group meeting for the school year!

First Community High visit - Youth Librarian Andrea Smalley has built a relationship with the staff at Community high and is planning regular visits to the library, once a month to check out books.

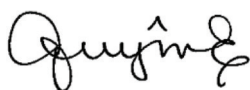
Head of Youth Services Laura Wright - "If you are here tomorrow at 9:30 AM we will be having our annual baby and toddler Halloween parade! You could also come Monday night from 4-8pm for Vote the Chip - a FUN voting activity with the Book Buddies and a programs for all ages. There will be some traditional and some unusual chip flavors available."

## XI. Adjournment

Library Board Chair Vance said if there was no further business to be considered, that he would adjourn the regular board meeting of October 28, 2024.

**DISPOSITION:** The regular board meeting of October 28, 2024 was adjourned at 7:10 PM.

Recorded and Transcribed by,



Quyên Edwards

Library Board Secretary