

Portage Public Library
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LIBRARY BOARD MEETING Minutes

February 19, 2019

Meeting called to order 12:02 pm

Present: Kindschi, Blohm, Stenberg, Conner, Gregory, Simonson, Vehring, Interim Director Leslie Schultz and City Administrator Shawn Murphy

1. Approval of Minutes
 - a. Motion to approve January 8, 2019 regular meeting minutes. (HS/CV)
 - b. Motion to approve February 8, 2019 closed session minutes as amended with Conner present instead of Blohm. (CV/MS)
 - c. Motion to approve February 8, 2019 open session minutes amended with Conner present instead of Blohm. (CV/MS)

2. Financial Reports
 - a. Motion to approve City claims and Amazon payment as presented. (CV/SC)
 - b. Motion to approve Restricted Funds for December and January claims as presented. (HS/MS)
 - c. Motion to approve Memorial Funds for December and January claims as presented. (HS/SC)

3. Director's Report
 - a. YTD expenditures not available
 - b. Service statistics presented
 - c. Friends of the Library held a successful Culver's fundraising night
 - d. Library Foundation plans to fund new furniture for the teen space

4. Business
 - a. Circulation Supervisor Position has been filled by promoting Autumn Baumann
 - b. Sprinkler system discussion held with construction to start Sept. 15. The library circulation area would move to the Bidwell Room and they may use pop-up displays there and at other city locations. The children's area would be open throughout this project. The city will provide updates throughout the project.
 - c. Motion to amend Computer Use Policy to state "Users eight years old and younger must be accompanied." (CV/BB)
 - d. Resource Fair is being planned to highlight Columbia County services that are available for families.
 - e. The need for improved gutters was discussed. We will get a quote to repair the gutters and apply a high-quality cable/heat tape to the roof.
 - f. There have been several donations and a fundraiser is being planned to purchase a new Microfilm Reader. Donations can be collected and deposited in the memorial fund.
 - g. A donated bench will be moved to the smoking area.
 - h. Motion to approve the Annual Report as amended correcting names and email addresses. (BB/DG)

- i. Inventory will be completed March 27-28 and the schedule was presented.
 - j. Motion to approve signature for bank authorization with Kindschi and McLeish listed.
(BB/DG)
5. President's Report:
- a. No calendar update at this time.
 - b. Kindschi will contact SCLS to ask for an interim director to start ASAP with a rate of pay of \$25-\$27 for a maximum of 6 months.
6. Meeting adjourned 1:22pm. (KV/DG)

Karl Kindschi - President
Dr. Brenda Blohm - Vice-President
Heather Stenberg - Treasurer
Eleanor McLeish - Secretary
Sue Conner
Dr. David Gregory
Kallie Schultz
Melissa Simonson
Klay Vehring