

**City of Portage
Public Library Board
Portage Public Library, 253 W. Edgewater Street
Sanderson Room
Tuesday, March 12, 2024
Minutes**

Members Present: President Karl Kindschi, Vice-President Judy Eulberg, Treasurer Brad Conrad, Dr. David Gregory, Kerry Melby, Kallie Schultz, Cherida VanderSchaaf, Klay Vehring

Members Excused: Secretary Eleanor McLeish

Others Present: Debbie Bird – Library Director

1. Call to Order

Meeting called to order by Kindschi, 12:00 p.m.

2. Roll Call

3. Introduction of Guest(s)

None

4. Approval of Previous Minutes

Motion by Gregory, second by Melby to approve February 13, 2024 regular meeting minutes as presented. Motion passed.

5. Financial Reports

a. Discussion and possible action of Municipal claims (230)

Items discussed included visits from Bassett Mechanical to install boiler, heating missing on space heaters and in Sanderson and Teen Programming Room. South Central Library System Delivery services costs. Rivistas, the annual subscription for magazines and newspapers is a yearly expense, used more now for newspapers. Motion by Vehring, second by Eulberg to approve February 2024 claims of \$67,375.66. Motion passed.

b. Discussion and possible action of Library restricted funds claims (231)

Motion by Vehring, second by Schultz to approve February 2024 claims of \$33.49. Motion passed.

c. Discussion and possible action of Memorial funds claims (232)

Motion by Melby, second by Eulberg to approve February 2024 claims of \$50.08. Motion passed.

d. YTD expenditures

Many annual expenses are paid out during the first couple of months including software support, building and grounds maintenance contracts and other contractual services. All County appropriations have now been paid to the Portage Public Library.

6. Director's Report

a. County Annual Report

Discussed statistics. Budget amount of \$9,000 earmarked for Resource Library is shared with the other nine Columbia County Libraries. Five thousand dollars is evenly split between each library for delivery fees. This covers about 11% of the total delivery costs. Between all ten County libraries, at least 267,774 people entered the libraries in 2023!

b. Monthly council reports

City Administrator, Michael Bablick has asked each Department Head to submit a monthly Department report to the City Council. Bird will make her presentation to the council on Thursday, April 25.

c. Friends Pi Day

Friends Pi Day fundraiser is scheduled for Thursday, March 14, starting at 10 a.m. in the library.

7. Staff Reports

a. One step ahead

The Library is continuing to provide a lot of social service assistance. Second Harvest is coming to the Library on Fridays in March to connect with the community. A schedule has yet to be determined moving forward past March. The Library also offers tax assistance workshops through Vita. Workforce Development offered a resume workshop this week and the ADRC is providing memory screening to anyone interested in the community. Bird will also be presenting at the Wisconsin Association of Public Librarians (WAPL) Conference on May 2 in Stevens Point with three other panelists from St. Croix Hospice and ADRC on *Understanding Dementia*.

8. Unfinished Business

a. Discussion and possible action of the Ad hoc Planned Giving and Investment Committee

Donation information has been updated on the library website. The next meeting is scheduled for Friday, March 29 at 9 a.m..

b. Discussion and possible action on Fund Balance progress

Fund balance projects are being completed. Payments are on schedule.

9. New Business

a. Discussion and possible action on Scheduling Staff In-Service

Motion by Vehring, second by Gregory to approve library closure for all-day Staff In-Service on Friday, May 10. Motion passed.

b. Discussion and possible action of Fund Balance Policy

Motion by Vehring, second by Eulberg to approve Fund Balance Policy as presented. Motion passed.

10. Public Comment

None.

11. **Next Meeting Date & Time:** April 9, 2024 - 12 p.m.

12. **Adjournment:** Kindschi adjourned the meeting at 12:57 pm.

Submitted by: Kallie Schultz/Director Bird

Date approved: