

**City of Portage  
Public Library Board  
Portage Public Library, 253 West Edgewater Street  
Sanderson Room  
Tuesday, April 8, 2025  
Minutes**

Members Present: Vice-President Judy Eulberg, Secretary Eleanor McLeish, Treasurer Brad Conrad, Dr. David Gregory, Kerry Melby, Kallie Schultz, Cherida VanderSchaff, Klay Vehring

Members Excused: President Karl Kindschi

Others Present: Debbie Bird, Library Director, Ann Vickman, Youth Services Librarian and Technology Coordinator

**1. Call to Order**

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

**2. Roll Call**

**3. Introduction of Guest(s)**

Ann Vickman, Youth Services Librarian and Technology Coordinator

**4. Approval of Previous Minutes**

Motion by Gregory, second by Melby to approve March 11, 2025 regular meeting minutes as presented. Motion passed.

**5. Financial Reports**

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

Several staff are participating in continuing education; costs will mostly be reimbursed by SCLS. Refund from Nest Labs, price decreased with a new contract, which will add more cameras. Motion by Eulberg, second by Vehring to approve March 2025 claims of \$37,287.14 as presented. Motion passed.

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

None to report.

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

Memorial books purchased. Motion by Vehring, second by Gregory to approve March 2025 claims of \$55.12 as presented. Motion passed.

**d. YTD expenditures**

25% of year elapsed with 25.7% paid. Most of SCLS's contractual fees have been paid. Large print shelving for the library's Main Street project may need to be purchased using Fund Balance.

**e. Quarterly wrap-up**

City Finance Director Becker revised library's December report to show final (and more accurate) remaining fund balance. Last payroll was paid out in both 2024 and 2025. Becker warned that the final Fund Balance figure will not be completed normally, until June each year.

**6. Director's Report**

**a. National Library Week**

April 6-12 is National Library Week. Staff pics posted on Facebook. Five activities completed from the Checkout Challenge makes users eligible for a prize drawing. Popcorn popped and handed out to patrons this week.

**b. Volunteer Appreciation**

Volunteer Appreciation Celebration will be April 24, 11:30 a.m-1 p.m. Volunteers will be recognized and formally thanked for their services.

**c. Looking ahead**

Ben Pennewell & Owen Luschei from Northwoods were hired to collectively clean 10 hours per week. A quote was received from Prototype Cleaning Services which may be considered in another fiscal year. Disaster planning, resource sharing, cooperation with businesses and city departments and volunteerism may become an increased focus for libraries in the future. The role of the library is evolving rapidly. It is fundamentally both educational and recreational.

**8. Staff Reports**

**a. Ann Vickman presentation**

Vickman welcomed the Board to National Library Week and noted the April 7, Elizabeth Eulberg's book signing was successful. Vickman discussed the possible cuts to funding for Library Services and Technology Act (LSTA) funds; the elimination of the Institute for Museum and Library Services could affect some library services currently offered. Everyone seems to be in a "wait and see" mode. More school age children are going to the Boys & Girls Club which means fewer are attending library programs. Grades K-5th may be combined into one group. Homeschool science-related programs, animal programs for all ages, Toddler Tuesdays, Music Together and technology programs are well-attended. The library has a great relationship with Portage schools and with the Department of Education also experiencing cuts, the library may play a more integral role in supplying materials for teachers and children.

**9. Unfinished Business**

None.

**10. New Business**

None

**11. Public Comment**

None.

**12. Next Meeting Date & Time:** May 13, 2025 - 12:00 p.m.

**13. Adjournment:** Eulberg adjourned the meeting, 1:20 p.m.

Submitted by: Eleanor McLeish/Director Bird

Date approved:

DRAFT