

**City of Portage
Public Library Board
Portage Public Library, 253 West Edgewater Street
Sanderson Room
Tuesday, May 13, 2025
Minutes**

Members Present: President Karl Kindschi, Secretary Eleanor McLeish, Treasurer Brad Conrad, Kerry Melby, Kallie Schultz, Cherida VanderSchaff, Klay Vehring

Members Excused: Vice-President Judy Eulberg, Dr. David Gregory

Others Present: Debbie Bird, Library Director

1. Call to Order

Meeting called to order by Kindschi, 12:03 p.m.

2. Roll Call

3. Introduction of Guest(s)

None

4. Approval of Previous Minutes

Motion by Melby, second by Schultz to approve April 8, 2025 regular meeting minutes as presented. Motion passed.

5. Financial Reports

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

Zimmerman Plumbing replaced women's bathroom faucets and Bidwell kitchen drain. Entrance Technologies repaired handicap door entrance push plate. Parts are difficult to find due to the age of the units. NABCO and Entrance Technologies have been requested to provide quotes. NumberOne Carpet Cleaners completed their annual cleaning, including upholstery. Wil-Kil Pest Control sprayed outside for the first of three annual contracted visits. Motion by Vehring, second by Schultz to approve April 2025 claims of \$39,663.19 as presented. Motion passed.

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

Bliffert Lumber purchase was made for a plexiglass top to cover the short Book Nook cabinet. FoL will reimburse. Down payment for new custom book furniture displays and AV furniture was questioned by Council. Foundation money is being exclusively used to fund Furniture International purchases. Motion by Vehring, second by McLeish to approve April 2025 claims of \$18,684.98 as presented. Motion passed.

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

None to report.

d.YTD expenditures

33% of fiscal year has elapsed with 34.5% spent. Nearly all training expenses will be reimbursed by SCLS. Expenses for vacuum cleaner, large print shelving, Demco displays may be paid from Fund Balance.

6. Director's Report

a. Permanent suspension

A patron's library privileges were permanently suspended as of April 14, 2025.

b. Fund balance expenses

Foundation's final check to the library of over \$4,000 was put in 231 Account. Some of this money may be used to purchase Launchpads—preloaded learning tablets for all ages.

7. Staff Reports

a. Rhythm and routine

Staff turnover still an issue. Gail Henslin started her training May 12 as Circulation Clerk. Ann Vickman is visiting schools to promote the Summer Library Program. Whitney Parrillo will be presenting a talk on Banned Books to the Chamber in July. Summer Lunch Program starts June 9 at the four Portage locations—the library, Goodyear Park, Lincoln Park and Sanborn Park.

8. Unfinished Business

a. Kindschi appointed Conrad, VanderSchaff and himself to complete Director Bird's annual evaluation. After conferring with the city, Kindschi will present the findings at the June Board meeting in closed session.

b. Board extended an invitation to Mayor Fiene to attend a Library Board meeting.

9. New Business

a. Report from the Planned Giving Committee

Quarterly report was distributed and discussed.

b. Discussion and possible action of library board trustee appointments for expiring terms

Motion by Vehring, second by Schultz to approve forwarding the names of Kindschi and Gregory to the city for appointments as Library Board Trustees. Their terms expire in 2025. Motion passed.

c. Discussion and possible action of election of officers

Motion by Vehring, second by Melby to approve retaining the current slate of officers. Kindschi, President; Eulberg, Vice-President; Conrad, Treasurer; McLeish, Secretary. Motion passed.

d. Discussion and possible action of Planned Giving Committee assignments

Motion by Vehring, second by VanderSchaff to reappoint Eulberg, Gregory and Schultz as members of the committee. Motion passed.

10. Public Comment

None

11. Next Meeting Date & Time

Motion by Schultz, second by Melby to change the June meeting date from Tuesday, June 10 to Thursday, June 12, 12:00 p.m. Motion passed.

12. Adjournment: Kindschi adjourned the meeting, 12:52 p.m.

Submitted by: Eleanor McLeish/Director Bird

Date approved:

DRAFT