

**City of Portage
Public Library Board
Portage Public Library, 253 West Edgewater Street
Sanderson Room
Thursday, June 12, 2025
Minutes**

Members Present: President Karl Kindschi, Secretary Eleanor McLeish, Treasurer Brad Conrad, Dr. David Gregory, Kerry Melby, Kallie Schultz, Cherida VanderSchaff

Members Excused: Vice-President Judy Eulberg, Klay Vehring

Others Present: Debbie Bird, Library Director
Matt Fiene, Portage Mayor

1. **Call to Order**
Meeting called to order by Kindschi, 12:03 p.m.
2. **Roll Call**
3. **Introduction of Guest(s)**
Mayor Fiene was introduced and was thanked for attending.
4. **Approval of Previous Minutes**
Motion by Schultz, second by Melby to approve May 13, 2025 regular meeting minutes as presented. Motion passed.
5. **Adjourn to Closed Session**
a. Per Wis. Stats 19.85(1)(c) to discuss performance evaluation information and compensation for Library Director
Motion by VanderSchaff, second by Gregory to move into Closed Session, 12:07 p.m.
Motion passed.
6. **Return to Open Session**
Motion by Gregory, second by Conrad to return to Open Session, 12:27 p.m. Motion passed.
7. **Action on item(s) discussed in Closed Session**
Motion by Gregory, second by VanderSchaff to approve the option for compensation for Library Director as presented to the Board and discussed by Kindschi and Portage City Administrator Bablick. Motion passed.
8. **Financial Reports**
a. Discussion and possible action of Municipal claims (230)

Skedda software purchased as workplace management software. Continuing education for staff was mostly reimbursed by SCLS. All ten Columbia County libraries received \$500 each to defray delivery costs paid out of the \$9,000 earmarked for the Columbia County Resource Library. Motion by Melby, second by Gregory to approve May 2025 claims of \$45,005.65 as presented. Motion passed.

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

Coffee items and books purchased. Motion by Gregory, second by Schultz to approve May 2025 claims of \$83.27 as presented. Motion passed.

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

Large print books purchased. Motion by Schultz, second by Conrad to approve May 2025 claims of \$132.47 as presented. Motion passed.

d. YTD expenditures

41% of year elapsed with 44.1% paid. Building/Grounds account over budget due to large print shelving and vacuum cleaner purchases. Office Equipment & Furnishings account over expended due to Demco new displays for the adult area and an additional camera for the lobby. Fund balance provided the funding. Foundation's final payment to the library of almost \$47,000 will pay for the majority of the remodel. Foundation monies have been used for one-time expenses—remodeling and technical support items. Air conditioner continues to be a problem and the alarm goes off up to 15 times a day. A/C is out of warranty and no one knows how to fix the problem. A new A/C would cost \$80,000 to \$100,000. Insurance appraiser is coming to the library to meet with Bird on June 25.

9. Director's Report

a. Summer lunch program

Community restaurants were asked to provide food for the first week of the program as the Wisconsin Dells School will not start providing food until Monday, June 16. Attendance far exceeds last year's participation.

b. Patron incidents

Through the PAWSC network, a homeless patron was given a bus ticket. The belongings of a homeless couple were dumped on library property. The male intoxicated patron was eventually arrested and the woman left the library. All of their belongings were placed in two very large dumpsters and hauled away.

10. Staff Reports

a. Staff turnover

Two circulation clerk positions are being advertised due to vacancies. 167 people attended the Summer Library Program kickoff. Portage Library was awarded the Volunteer/Business of the Year award by the Portage Community School District. Volunteers help with the summer lunch program, shelf reading and homebound deliveries.

11. Unfinished Business

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None.

12. New Business

a. Discussion and possible action to approve staff in-service on Friday, September 26, 2025

Motion by Conrad, second by Schultz to approve September 26, 2025 staff in-service focusing on team building and stress management. Motion passed.

b. Discussion and possible action on Programming Policy

The newly created Programming Policy will be discussed at the July Board meeting.

13. Public Comment

Matt Fiene was a counselor before becoming Mayor of Portage. He believes one should leave office with the city better off than when one takes office. Libraries are important to communities. He met with a state budget committee and hopes that Portage will receive more state aid in the future.

14. Next Meeting Date & Time: July 8, 2025, 12:00 p.m.

15. Adjournment: Kindschi adjourned the meeting, 1:11 p.m.

Submitted by: Eleanor McLeish/Director Bird

Date approved: