

**City of Portage
Public Library Board
Portage Public Library, 253 West Edgewater Street
Sanderson Room
Tuesday, June 11, 2024
Minutes**

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

Members Excused: Secretary Eleanor McLeish, Cherida VanderSchaaf

Others Present: Debbie Bird - Library Director, Sue Salter, Columbus Library Board and Columbia County Library Board, Whitney Parrillo, Adult Services Librarian

1. Call to Order

Meeting called to order by Kindschi, 12:03 pm

2. Roll Call

3. Introduction of Guest(s)

Sue Salter is completing a library visit, as requested by the Columbia County Library Board. Whitney Parrillo was introduced by Bird.

4. Approval of Previous Minutes

Motion by Vehring, second by Eulberg to approve May 14, 2024, regular meeting minutes as presented. Motion passed.

5. Financial Reports

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

Boiler project is now paid off. Still paying Frontier. Still receiving bills for fax line that has been cancelled for well over a year. Motion by Vehring, second by Melby to approve 230 account claims of \$65,605.93 as presented. Motion passed.

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

Motion by Vehring, second by Schultz to approve 231 account claims of \$482.58 as presented. Motion passed.

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

No claims.

d. YTD expenditures

48.8% of budget has been spent with 42% of the fiscal year has past. Cost of boiler was taken directly out of carryover funds as previously agreed to by the board and therefore is not impacting this report even further.

6. President's Message

a. Discussion and possible action of appointing an Ad Hoc Committee on the library director's annual evaluation.

Kindschi went over process for review of director. Three board members to submit evaluations for Kindschi by June 18 to the Library.

7. Director's Report

a. Evaluate the center (mainstreet) of library

Discussion on layout of space to best maximize the usage of the area to be addressed with an action plan in 2025.

8. Staff Reports

a. Staff report by Whitney Parrillo, Adult Services Librarian

Parrillo has been at Portage for almost 1.5 years. Parrillo has two half time Library Assistants. Recently she hired a new Library Assistant—Public Services employee. Joe Bates is responsible for volunteer coordination, reference desk time and questions, genealogy assistance, homebound delivery services, technology and displays and supervision of building and staff when leadership team is not in the building. Parrillo attended WAPL Conference in Stevens Point, and brought back many great ideas to implement. Focusing on what is "actionable". Book Subscription Service currently has 66 active participants. Attended seminar on neurodivergent patrons and staff.

9. Unfinished Business

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

Motion by Gregory, second by Eulberg to approve the Planned Giving Policy as presented. Five votes in favor. No votes against. One abstention. Motion passed.

b. Discussion and possible action on Fund Balance progress

Discussed completions and removals. No action needed.

10. New Business

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

Motion by Kindschi, second by Eulberg to approve extending appointments for Brad Conrad, Kallie Schultz, Cherida VanderSchaaf. Two abstentions. Motion passed.

b. Discussion and possible action on library signage

Discussed cost, placement and importance of signage throughout Portage. Ten or more signs may be needed. A full discussion of locations, sizes and graphics will need to be completed at a future meeting. No action suggested at this time.

c. Discussion and possible action on Public Behavior Policy

Motion to approve policy with a correction to add e-cigarette, back into II (A) 2. as presented by Gregory, second by Melby. Motion passed.

11. Public Comment

Thank you from Sue Salter for participating and listening to our process and discussion.

12. Next Meeting Date and Time: July 9, 2024 – 12 p.m.

13. Adjournment: Kindschi adjourned the meeting at 1:28 p.m.

Submitted by Kallie Schultz/Director Bird

Date approved: