

**City of Portage
Public Library Board
Portage Public Library, 253 West Edgewater Street
Sanderson Room
Tuesday, November 12, 2024
Minutes**

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

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 Eulberg, second by Conrad to approve October 8, 2024 regular meeting minutes as presented. Motion passed.

5. Financial Reports

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

Invoices for DSPS for inspection approval of HVAC and emergency automatic shut off, Dane City Clean Sweep for library unwanted materials, Grainger for wall bumpers, Blifert Lumber for paint, Dave Jones for fire alarm issue, Annette Hart for landscaping plants, and Terrytown Plumbing for fixing leak in new water pump line were discussed. Motion by Vehring, second by Schultz to approve October claims of \$40,211.10. Motion passed.

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

Books donated to library by Friends. Motion by Vehring, second by Melby to approve October 2024 claims of \$37.16. Motion passed.

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

Large print & memorial books purchased. Motion by Vehring, second by Conrad to approve October 2024 claims of \$804.33. Motion passed.

d. YTD expenditures

83% of year elapsed with 86.4% paid.

e. Review the Balance Sheet for all three accounts

Financial balance amounts were discussed and explained. Some of the invoices have not yet been paid. Credits reflected in liabilities is due primarily to timing of payments. Total liabilities and equity amount is constantly changing.

6. President's Message

a. Discussion and possible action to appoint trustees to the Planned Giving Committee

Motion by Kindschi, second by Verhring to appoint Eulberg, Gregory and Schultz to the Planned Giving Committee. Motion passed.

b. Discussion and possible action to appoint trustees to an ad hoc Library Insurance Review Committee

Motion by Kindschi, second by Schultz to appoint Kerry, Kindschi and McLeish to an adhoc Library Insurance Committee to review the current library insurance plan held by the City.

7. Director's Report

a. Review Goals and Objectives for Strategic Plan 2024

Planned 2024 objectives for the five-year library Strategic Plan were reviewed and critiqued. Bird will review and draft new adaptable objectives for 2025. Bird will select a different way of describing the objectives that were not achieved. "Failed" indicates a lack of action and in all cases the lack of movement on the objective was after careful consideration, reasoning and/or outside forces.

8. Staff Reports

a. Personnel updates

Parrillo, Adult Services Librarian wants to revise her job description and the Adult Library Assistant to better reflect what is needed in these changing times.

8. Unfinished Business

a. Budget review

Insurance costs have increased.

b. Signage progress

New library signage has been ordered and City hopes to install by the end of the year.

c. Google map library directions

The Portage library website will include a directional map to the library. The SCLS Web Service Consultant will make the necessary updates.

9. New Business

a. Calendar of Events 2025

Calendar of events draft distributed.

10. Public Comment

None from public. Schultz and Kerry noted that the Friends annual meeting was well done and a fun event.

11. Next Meeting Date & Time: December 10, 2024 - 12:00 p.m.

12. Adjournment: Kindschi adjourned the meeting, 1:17 p.m.

Submitted by: Eleanor McLeish/Director Bird

Date approved: