

Portage Lake District Library Board of Trustees  
Meeting Minutes  
October 22, 2025 – 7:00 PM

The regular meeting of the Portage Lake District Library Board of Trustees was called to order by President Sylvia Matthews on October 22, 2025, at 7:04 PM in the Portage Lake District Library West End Conference Room. Board members present were Sylvia Matthews, Timothy Scarlett, Lora Repp, Will Cantrell, Gloria Melton, and Joanna Chopp. Absent was Jennifer Donovan.

Staff members present were Susan Autio, Fawn Lucero, Catie Gardner, and Paula McCambridge. No guests were present.

No members of the public were present, nor was there any board correspondence provided.

Motion by Repp, supported by Scarlett, to approve the agenda with the addition of A. Donation from the Carnegie Foundation and B. Superior National Bank Payroll Checking Account. Motion passed unanimously.

Motion by Scarlett, supported by Repp, to accept the meeting minutes from September 24, 2025, with a correction under Old Business, B. HVAC System – Tony Wilmers is **working on getting parts** for the current system. A new system **estimate** is needed. Motion passed unanimously.

Reports and Committee Business:

- A. Co-Interim Director Report – Susan Autio – A written report was included in the packet. Susan also gave a verbal report. Discussion by the board took place regarding the original donor's list of names from when the library was built.
- B. Financial Report – Business Manager - Fawn Lucero – A written report was included in the packet. Fawn also gave a verbal report and answered board member questions.
- C. Library Staff Department Reports
  - a. Youth Services Coordinator – Catie Gardner – A written report was included in the packet.
  - b. Program Coordinator – Asako Nakamura – A written report was included in the packet.
- D. Staff Input – Paula McCambridge – Paula gave a verbal report from the marketing/social media team, who consists of Paula, Catie Gardner, and Asako Nakamura. She discussed the ways that information is relayed via radio, newsletter, and social media, and how they are utilizing them to meet the overall objectives.
- E. Board Committee Updates and Discussion:
  - a. Budget Committee – Tim gave an update that they have begun circulating a list of fundraiser ideas, as well as a draft wish-list.
  - b. Personnel Committee – Director Search update – Lora gave an update on the director search. There was a very good candidate, however she decided to no longer pursue the

- position. Sylvia shared that the position was reposted in several places, and there are three potential strong candidates that will be interviewed.
- c. Policy Committee – Nothing to report at this time.
  - d. Building Committee – Nothing to report at this time.

Old Business:

- A. Superior National Bank CD cashed out. Money will be deposited in Incredible Bank Account.
- B. HVAC system has been repaired by Tony Wilmers and invoice was received. The total of the invoice was \$15,000. He is going to do some research to find the cost of an entirely new system.

New Business:

- A. Registration packet for MIClass needs to be filled out – Sylvia Matthews as the President of the Board, and the Budget Committee members Tim Scarlett and Will Cantrell signed documentation.
- B. Carpet from Redesign – is here in the building.

Additions to the Agenda:

- A. Donation from the Carnegie Foundation – PLDL will receive a \$10,000 donation as a Carnegie library.
- B. Superior National Bank Payroll Checking Account – This account is open and hasn't been used in over a year. The current balance is \$4,955. This account will be closed, and Fawn will check with the auditor on where to deposit the funds.

Opportunity for Public to Address the Board: No members of public were present.

Adjournment: Motion by Scarlett, supported by Repp, to adjourn the meeting at 8:07 PM. Motion passed unanimously.

The next meeting will take place on Wednesday, November 19, 2025, at 7:00 PM at the Portage Lake District Library Community Room.