

Portage Lake District Library Board of Trustees  
Meeting Minutes  
November 19, 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 November 19, 2025, at 7:02 PM in the Portage Lake District Library Community Room. Board members present were Sylvia Matthews, Timothy Scarlett, Lora Repp, Jennifer ~~Donavon~~ Donovan, Will Cantrell, and Gloria Melton. Absent was Joanna Chopp.

Staff members present were Susan Autio, Fawn Lucero, Catie Gardner, Andra Ziemnick, Holly Nemiroff, Boni Ashburn, and Paula McCambridge.

Guests present were Heather Myers, Gabrielle Myers, Sarah Isaacson, Asako Nakamura, Issei Nakamura, Victoria Apatera, and Dillon Geshel.

Opportunity for Public to Address the Board: Heather Myers spoke in support of Asako Nakamura and read a letter from Jennifer Shaud. Sarah Isaacson shared personal stories in support of Asako Nakamura. Issei Nakamura had some questions for the board about different board policies. Victoria Apatera spoke on behalf of herself and her child in support of Asako Nakamura.

Motion by Scarlett, supported by ~~Donavon~~ Donovan, to approve the agenda with the addition of 3. Board Meeting Dates for 2026 under New Business. Motion passed unanimously.

Motion by Repp, supported by Scarlett, to accept the meeting minutes from October 22, 2025, as presented. 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.
- B. Financial Report – Business Manager/Co-Interim Director - Fawn Lucero – A written report was included in the packet. The audit began on October 23. Fawn also gave a verbal report and answered board member questions.
- C. Library Staff Department Reports
  - a. Youth Services Coordinator – Catie Gardner – No report provided.
- D. Staff Input – Paula McCambridge – Paula gave a verbal report from the marketing/social media team, which consists of Paula and Catie Gardner.
- E. Board Committee Updates and Discussion:
  - a. Budget Committee – Will gave an update about their meeting, suggesting that the board close a CD to have funds to pay the bills, knowing that there will be tax revenue coming in starting in December. There was also discussion about the budget structure needing work, and suggests it be discussed at a later time. Money is also needed to cover expenses and will need to come from an existing CD at Superior National Bank.

Motion by Cantrell, supported by ~~Donavan~~ Donovan to move \$85,000 from the CD at Superior National Bank to the Money Market Account at Incredible Bank. Motion passed unanimously.

- b. Personnel Committee – Director Search updates, December 26 Closure – They are currently in negotiations with a candidate and working on details. A special meeting will be needed to approve the final contract.
- c. Policy Committee – They have not met. There has been an item brought to their attention in the current policy regarding set up and clean up in the community room which states it will be done by maintenance. The suggestion is to make it up to the person or persons requesting the space to be responsible for any set up and clean up. Discussion on language to be inclusive of all ideas to address the issues will be continued by the policy committee.

Motion by Scarlett, supported by Cantrell to strike the current language in the policy that states that maintenance will do these things, until the policy committee can formulate new language. Motion carried unanimously.

- d. Building Committee – Did not meet.
- e. Fundraising Committee – They did not meet, but some discussion has been going on about fundraising with the Friends of the Library. An idea of a sponsorship of shelves by community members that perhaps own a business, and materials that pertain to that are what is available for people to browse was also proposed.

#### Old Business:

- A. MIClass Registration complete – Motion by Cantrell, supported by ~~Donavan~~ Donovan to put \$12,000 into the MIClass account. Motion carried unanimously.

#### New Business:

- A. Holiday Closure Dates for 2026 – Proposed list was provided. Motion by Scarlett, supported by ~~Donavan~~ Donovan to accept the Library Holiday 2026 Closures, amending the dates for Thanksgiving as November 26<sup>th</sup> – 28<sup>th</sup>, and the days for the Christmas closure to Thursday – Saturday. Motion carried unanimously.
- B. Holiday Staff Bonuses – It is recommended that the board approve an aggregate amount and leave the distribution to the co-interim directors. Motion by Melton, supported by Repp to approve \$2,500 to go towards holiday bonuses for the staff, and the distribution be up to the co-interim directors. Motion carried unanimously.
- C. Board Meeting Dates for 2026 – Motion by Scarlett, supported by ~~Donavan~~ Donovan to accept the 2026 meeting dates as presented.

Opportunity for Public to Address the Board: No additional comments were provided by anyone.

Adjournment: Motion by Repp, supported by Scarlett, to adjourn the meeting at 8:08 PM. Motion passed unanimously.

The next meeting will take place on Wednesday, January 28, 2026, at 7:00 PM at the Portage Lake District Library Community Room.