Portage Lake District Library Board of Trustees
Meeting Minutes
January 28, 2026 – 7:00 PM

The regular meeting of the Portage Lake District Library Board of Trustees was called to order by President Sylvia Matthews on January 28, 2026, at 7:00 PM in the Portage Lake District Library Community Room. Board members present were Sylvia Matthews, Timothy Scarlett, Lora Repp, Jennifer Donovan, Will Cantrell, and Joanna Chopp. Absent was Gloria Melton.

Staff members present were Susan Autio, Catie Gardner, Holly Nemiroff, and Paula McCambridge.

Opportunity for Public to Address the Board: There were no guests present.

Motion by Donovan, supported by Scarlett, to approve the agenda with the addition of IX. Opportunity for Public to Address the Board after New Business. Motion passed unanimously.

Motion by Repp, supported by Scarlett, to accept the meeting minutes from November 19, 2025, board meeting; and the meeting minutes from December 17, 2025, special meeting, correcting the spelling of "Donavon" to "Donovan" anywhere it appears. 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 – Fawn was not present at the meeting. There was a written report provided, which included various reports, an update from December/January, and additional information about a couple of revenue streams.
C. Library Staff Department Reports
    a. Youth Services Coordinator – Catie Gardner – A written report was provided. Catie also gave a verbal report.
D. Staff Input – Paula McCambridge – Paula gave a verbal report from the marketing/social media team. Paula and Catie, who consist of the marketing/social media team, are working on posting on socials so that they are more consistent, engaging, and humanizing. She additionally updated on ideas and things that they are working on to keep the momentum going prior to the new director starting. She continues to be on the radio on WMPL, every other Friday at 8:30 AM – 9:00 AM.
E. Board Committee Updates and Discussion:
    a. Budget Committee – Will remarked how they are looking forward to the new director coming, and how the budget committee is looking forward to sitting down and going through the budget with the new director.
    b. Personnel Committee – Sylvia spoke with the new director. She is expected to begin traveling to the area and starting work on Monday, February 2, 2026. A revised contract was presented to the board to review and approve. There was one additional correction of the ending date of the contract to be February 2, 2027.

Motion by Scarlett, supported by Donovan, to approve the revised contract, as presented, with changing the one ending date to February 2, 2027. Motion approved unanimously.

c. Policy Committee – No meeting took place.
d. Building Committee – No meeting took place.
e. Fundraising Committee – No meeting took place. There was a discussion about the proposed fundraiser during the torch parade and fireworks during Winter Carnival not coming together this year. There was additional discussion about the wish list items, donations made that are not dedicated and how to potentially use them, and types of purchases that the library staff can make versus what the board needs to approve. A question about having a gathering as in past years during the Winter Carnival fireworks came up, involving staff, board members, and possibly others, and using the event to introduce the new director.

Old Business:

A. No old business to discuss.

New Business:

A. Trustee Terms Ending in March – Sylvia Matthews, Gloria Melton – Discussion about needing reappointments for the two members whose terms are ending soon.
B. FOIA Appeal – The library attorney helped draft a denial of a FOIA appeal that was sent to the library by a member of the community. The board reviewed and discussed the letter, with additional explanation from Susan. Given additional context, the original FOIA request should have been denied, as well as the resulting FOIA appeal, because of an item in the library policy about the reclassification of a job position. Ultimately the requested job description in question falls under that category of reclassification, and the documentation that the FOIA request is asking for does not exist because of that reason.
   Motion by Donovan, supported by Cantrell to sign and send the letter denying the FOIA appeal to the requestor. Motion passed unanimously.

Adjournment: Motion by Scarlett, supported by Donovan, to adjourn the meeting at 8:28 PM. Motion passed unanimously.

The next meeting will take place on Wednesday, February 25, 2026, at 7:00 PM at the Portage Lake District Library Community Room.