

Portage Lake District Library Board of Trustees  
Special Meeting Minutes  
December 17, 2025 – 5:00 PM

The special meeting of the Portage Lake District Library Board of Trustees was called to order by President Sylvia Matthews on December 17, 2025, at 5:05 PM in the Portage Lake District Library Community Room. Board members present were Sylvia Matthews, Timothy Scarlett, Lora Repp, Jennifer ~~Donavon~~ Donovan, Joanna Chopp, and Gloria Melton. Absent was Will Cantrell.

No guests were present.

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

Motion by ~~Donavon~~ Donovan, supported by Scarlett, to approve the agenda as presented. Motion passed unanimously.

New Director Contract – Sylvia shared the process that the personnel committee went through in the search for the new director. She also presented a copy of the revised contract for the board to consider. There was discussion among the board, and time for them to ask the personnel committee questions.

Motion by Repp, supported by ~~Donavon~~ Donovan to approve the contract for the new director as presented, and offer the position of Portage Lake District Library Director to Sheila Collins. Motion passed unanimously.

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

Adjournment: Motion by ~~Donavon~~ Donovan, supported by Chopp, to adjourn the meeting at 5:36 PM. Motion passed unanimously.

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