

Portage Lake District Library Board of Trustees
Meeting Minutes
March 25, 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 March 25, 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, and Joanna Chopp. Absent was Will Cantrell.

Guests present were Brita Benedictt, Friends of the PLDL President.

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

Opportunity for Public to Address the Board: Brita updated the board on how the Friends is in a rebuilding phase and looks forward to the Friends and Board working together.

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

Motion by Scarlett, supported by Repp, to accept the meeting minutes from February 25, 2026, board meeting. 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. Fawn also gave a verbal report. Discussion took place about the annual lease payment for the building, which increased this year by \$5,000. Board members are going to reach out to the City Council to try and get additional information.
- C. Library Staff Department Reports
 - a. Youth Services Coordinator – Catie Gardner – A verbal report was given by Catie. She reported that the Friends of the Library have supplied a bookshelf for additional room in the “J” section. She also shared that there is a law taking effect soon that requires ADA compliance for websites. Planning has begun for the library’s 20th Anniversary of the current building opening. Discussion took place about this event, along with the Summer Reading Kick-Off, and holding a fundraiser in conjunction. There are also Spanish story times, and collaborations with a homeschooling group offering art and Lego clubs coming up.
- D. Staff Input – Holly Nemiroff – Holly gave a verbal report, added that it was a busy week with an Elaine Bacon Literacy Program collaboration over spring break. There is also a planned collaboration with Breakwater Federal Credit Union for Financial Literacy Month.
Paula McCambridge – Paula gave a verbal report. A survey became live the day prior at 5:00 PM, and so far, there has been good feedback. Social media has been getting better engagement.

E. Board Committee Updates and Discussion:

- a. Budget Committee – Nothing to report.
- b. Personnel Committee – Director search updates – Sylvia shared that Lisa Waskin received the job posting for the director, and she requested the job description. There is a meeting upcoming with her on April 2.
- c. Policy Committee – No report.
- d. Building Committee – Tim shared information about the possibility of the building having the capability of a second story. There was also an idea that had been presented to the city previously about advertising to visitors to become patrons of the library since it is good value. This idea will be rediscussed with them.
- e. Fundraising Committee – Tim reiterated to Brita that he is looking forward to working with the Friends on fundraising ideas.

Old Business:

- A. Library Sign – Sign has been paid for but has not arrived yet. Susan will reach out to Industrial Graphics to get an idea of when it will arrive.
- B. MIClass – The Library has an account with them, and there is money set aside from the smaller CD that was closed. Being able to access the account and make changes so that Susan can have the money transferred to the account has been very challenging. Sylvia and Susan are working on using the app that was provided by them to be able to transfer the money into the account.

New Business:

- A. Special Board Meeting with Lisa Waskin – Thursday, April 2, 2026, at 5:00 PM – Lisa sent out a homework assignment for the board and staff to work on and send back to her prior to this meeting.

Adjournment: Motion by Donovan, supported by Scarlett, to adjourn the meeting at 8:13 PM. Motion passed unanimously.

The next regular meeting will take place on Wednesday, April 22, 2026, at 7:00 PM at the Portage Lake District Library Community Room.