PORTAGE LAKE DISTRICT LIBRARY

Board of Trustees Meeting
Wednesday, November 18, 2026, at 7:00 pm

I. Roll Call

Sylvia Matthews		Lora Repp		Allison Neely		Courtney Hohnholt	
Joanna Chopp		Will Cantrell		Tim Scarlett			

_____ Guest _____ Guest _____ Guest

_____ Guest _____ Guest _____ Guest

II. Opportunity for Public to Address the Board/Correspondence (5 min.per person/ 30 minutes total)

III. Approval/Additions to the Agenda

IV. Approval of Minutes

V. Approval of Unaudited Monthly Expenditures and Finance Report

VI. Reports and Committee Business

- A. Director
- B. Hancock Library Manager
- C. Library Staff Department Head Reports
- D. Budget Committee
- E. Personnel Committee
- F. Policy Committee
- G. Building Committee
- H. Fundraising (Ad Hoc) Committee

VII. Old Business

- A. Update to July 23rd Board Meeting Minutes – need to reflect correct meeting date; approve amended minutes.
- B. Joint Board Meeting with Hancock District Library – December 14, 2026 at 6:30pm at the Hancock School

VIII. New Business

A. Committee Assignments

B. 2027 Board Meeting Dates

C. Library Closures for 2027

D. Minimum Wage and Cost of Living increases

E. Job description update

F. Annual Report

G. MOU with Friends of the Library

H. Board Bylaws revision, Article VII Section 1

I. Director Vacation request process

a. Recommendation from the Personnel Committee: if the Director takes leave time in excess of 3 consecutive days, the Director will inform the board in whole and appoint a staff member to assume the duties of the Director

IX. Opportunity for Public to Address the Board (optional, unlimited)

X. Date of Next Meeting, Joint Library Boards: December 14, 6:30PM, 2026

XI. Adjournment