

**Portage Public Library**  
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LIBRARY BOARD MEETING Minutes  
January 19, 2015

Meeting called to order 6:34 pm

Present: Tamboli, Voigt, Stevenson, McLeish, Schoenborn-Hoffmann, Vehring

Excused: Blohm, Davis, Gregory

- 1) Motion to approve December 15, 2014 regular meeting minutes. (CS/KV)
- 2) Financial Reports:
  - a) Motion to approve December 2014 Municipal funds claims and Library Restricted funds claims for payment as presented. (KV/NS-H)
- 3) Director's Report: Shannon Schultz
  - a) In 2014, 194,887 items were checked out and 798 Library cards were issued.
  - b) A reception and teen launch will take place on February 8.
  - c) Portage Library Foundation is considering the purchase of fundraising software.
  - d) The fire suppression system which froze and burst outside the children's entrance has been repaired.
- 4) Business:
  - a) Motion to request the mayor to reappointment Brenda Blohm and Eleanor Voigt as Library Board Trustees. (CS/KV)
  - b) Motion to move the Director's performance review from December to the first quarter of the year to better plan for budgetary considerations. The next performance appraisal will take place in 2016. (CS/EV)
  - c) Possible employee recognitions were discussed.
- 5) Meeting adjourned 7:06 pm.

Addie Tamboli – President  
Eleanor Voigt – Vice-President  
Chad Stevenson - Treasurer  
Eleanor McLeish – Secretary  
Dr. Brenda Blohm  
Richard Davis  
Dr. David Gregory  
Nikki Schoenborn-Hoffmann  
Klay Vehring