

November 3, 2025
Dodgeville Public Library Board of Trustees

MEETING DULY POSTED

I. AGENDA & MINUTES APPROVAL

1. Meeting Called to order at 5:00 PM by Vanderloo

II. PUBLIC COMMENT

1. No Public Comment

III. TREASURER'S REPORT

1. Account Standing with Edward Jones - \$1,570,719.53
2. Roxanne Reynolds-Lair motioned to accept bills as presented
 - a. Deb Haag seconded the motion
 - b. Bills accepted unanimously by vote
3. Advertising was showing a higher expenditure compared to budget, Director Portz explained that there was higher expenditure due to the advertising that needed to be placed for public bid notification, but was still a small amount monetarily

IV. REPORTS AND UPDATES

1. Director Portz discussed attendance at:
 - a. Kiwanis meeting - fielded questions regarding library's role in community
 - b. Staff training held for NetSW/PLAC meeting at Huff Family Innovation Center in UW-Platteville
 - c. Sample seating is present in library from Creative Interiors for library remodel
 - d. Staff attending SWAL conference in Dodgeville
 - e. Class for Customer Experience course through UW-Madison iSchool Continuing Education, and is excited to to implement ideas from course into library protocol
 - f. Trunk or Treat was attended by Macie and Kim
 - g. Book drop that had been approved for library has been picked up and is getting prepared for use
 - h. Director Portz had a lengthy meeting about library shelves along with Carol Gleichauf discussing shelving needs for library project
2. Building Project Update
 - a. City staff moved to new building (previously armory) on 10/29
 - b. Furnishing Committee to meet next week

- c. Budget Update was given regarding Building Project, funding sources, and cost estimates, and total payments to date.
 - i. Total \$1,473,118 expended / \$8,950,000 total project estimate
 - ii. Grant Funds Received to date: \$1,003,852.00
 - iii. Narrative for project completion was presented to library board, and anticipated to be shared online as well as local paper
- 3. September circulation stats
 - a. Computer use and wireless use, which had dropped during move to current location, is rising again
 - b. New Annex hours, with closure at 5, went into effect today
 - c. Hallow-Read program was participated in well by community, with stats to come, and more is being developed for the upcoming season

V. OLD BUSINESS

- 1. DRAFT 2026 Library Budget
 - a. Director Portz has been meeting with mayor and City Finance Committee for guidance on projected operating costs with building considering variables including larger size vs heightened efficiency
 - b. Portz updated us on collection development with former distributor having gone out of business
 - c. Arcadia Books continues to be a good resource while new vendors are lined up
 - d. Ingram - our backup distributor is running behind while absorbing influx of new customers
 - e. Howard moved to approve presented budget with continuation of discussion in December
 - f. Wepking seconded the motion, and passed by unanimous approval by board
- 2. Discussion of Part-time Employee Benefits
 - a. Portz is working on recommendation given current staffing / scheduling
 - b. Portz noted that average hours are calculated as a rolling average over 18 months

VI. NEW BUSINESS

- 1. Introduction of new board member Brian Kulcinski, done at beginning of the meeting.
- 2. Job Pod sample agreement presented by Director Portz
 - a. This meets goal of grant requirements of supporting workforce development, and enrollment could be covered by local grant

b. Considerations

- i. This needs a dedicated, prioritized, space
- ii. Discussion was had regarding utilization of rooms set aside for telehealth and workforce development
- iii. Alternate scenario would include using low-tech rooms as multipurpose, ie studyroom/JobPod room

VII. CONCERNS AND COMMENTS OF THE BOARD

1. Reynolds-Lair noted Saturday, July 18 is set as Local History Day
2. Home for Holidays parade was brought up and board was encouraged to participate

VIII. UPCOMING MEETINGS

1. Next Meeting Scheduled for Monday, December 8th at 5:00 PM

IX. ADJOURN

1. Motion to Adjourn by Ponsler
 - a. Seconded by Howard
 - b. Meeting Adjourned at 6:08 PM