

PORTAGE COUNTY PUBLIC LIBRARY (PCPL)

Board of Trustees Regular Meeting

June 7, 2023

1. CALL TO ORDER

President Sunshine Buchholz called the meeting to order at 4:35 p.m. at the Rosholt Branch Library, 137 N. Main Street, Rosholt, WI 54473. Trustees present: Chris Doubek, Amanda Freberg, Joan Honl, and Liz Peterson. Member Excused: Holly Petrillo. Library staff members in attendance: Charles Danner, Eddie Glade, Laura Fuller, Larry Oathout, Nicole Ozanich, and Jamie Phillis. Others present: Sam Lang, Jordan Daye, and John Pavelski – County Executive.

2. PUBLIC NOTICE: Members of the public who wish to address the Board of Trustees on specific agenda items must register their request at this time, with such comments subject to the reasonable control of the President as set forth in Robert's Rules of Order

None.

3. REVIEW / APPROVAL – MEETING MINUTES OF MAY 3, 2023

Doubek moved to approve the May 3, 2023 minutes. Honl seconded the motion, which passed by voice vote.

4. ANNOUNCEMENTS AND CORRESPONDENCE

Correspondence and suggestions from the public included a petition for a kid's book club; and a note that the staff is helpful and engaging. The Library Board nomination, Kari Prokop, was moved to the full County Board with no opinion. County Board meeting is June 20th.

a) Facilities Report

The new drinking fountains at the Stevens Point Branch (STP) have been a big hit. The leases for STP and the Plover Branch (PLO) are moving forward. A patron caused fire damage to the carpet on the 2nd floor at STP. Facilities cut out an 8 x 12 inch piece of carpet and it will be replaced. County IT is changing the phone system to a computer based system.

b) Trustees Library Branch Visits

None.

5. REVIEW FINANCIALS

Invoices were paid in the amount of \$1,566.53. The May 8, 2023 Procurement Card (P-Card) statement total was \$11,367.87. For the 2023 year-to-date Budget Status Report (BSR), PCPL is 43.4% spent.

6. OLD BUSINESS

a) Discussion / Possible Action – SCLS Service Outage Update

South Central Library System (SCLS) outage did not take place Memorial Weekend due to the lack of permits. It has been rescheduled to June 28th through July 1st. There will be some internet available at STP, but the Branches will be offline. Hot spots will be utilized for the Branches although the service may not work at the Almond Branch (ALM) and Rosholt Branch (ROS). Hopefully they will work at PLO.

b) Discussion / Possible Action – Social Work Intern Update

Jordan Daye introduced himself and gave a brief summary on what he has been doing. Housing is the biggest issue he is dealing with. Daye is working on creating presentations for staff along with lists of resources. Staff can get exhausted dealing with some of the patron behaviors, which they are not trained to handle. Staff morale is a big concern. The goal is to find ways to support staff and alleviate some of their stress.

c) Discussion / Possible Action – PCPL 2024 Budget

Oathout went over the 2024 Budget summary that was provided in the packet.

d) Discussion / Possible Action – Plover Branch and Stevens Point Branch Lease Negotiations Update

PLO lease is in the final stages and will be presented at the Village of Plover Board meeting on June 20th. The STP lease is still in process. Oathout will meet with County representatives from Corporation Counsel, Facilities, Purchasing, and Finance on June 8th. The Library Board has statutory overview of Library placement.

e) Discussion / Possible Action – Portage County Public Library Mission and Vision Statements

The current Mission and Vision Statements align with the Strategic Plan. The Values are buried and should be more prominent, but there will be no changes until the Strategic Plan is updated in 2024.

7. NEW BUSINESS

a) Discussion / Possible Action – Rosholt Branch Meeting Room

Some members of the community are concerned about the echo in the meeting room at ROS. Possible solutions include adding baffles, acoustic panels, and hanging tapestries or artwork. The Board agreed to revisit the issue in the near future.

8. LIBRARY REPORTS and STATISTICS

Reference:

- Book Adventures, had 19 people participate for five months and they received a reward.
- Display "Great Outdoors" generated 218 checkouts.
- Fax had 17 people for \$0.00 for the month.

Circulation:

- STP new Circulation Aide, Nicholas Krupp, started the day after Memorial Day and is off to a good start.
- On May 23rd, YS staff spent time with STP Circulation staff, informing them of the Summer Library Program (SLP).
- Preparation for the Central Wisconsin Book Festival continues and one part of it has already begun. From June through September, there will be a Community Read of Angeline Boulley's book, *Firekeeper's Daughter*. This leads up to Boulley's virtual author visit on the evening of September 28th to kick off the festival. Enough poetry submissions were received to have a full Poetry Walk in both Stevens Point's and Wausau's downtowns.
- Circulation Services Subcommittee met on May 9th and discussed changes to the Circulation Manual to match the recent Bibliovation update. They discussed the SCLS server move, which is now scheduled for June 28-July 1.
- Adult & Inclusive Services Meeting was May 16th and they discussed ideas from all over SCLS about new library programs and ways to help underserved patrons.
- ILS Committee met June 7th and discussed new options for the SCLS server downtime, including laptops and Wi-Fi hotspots.
- On May 20th, Cathy Raabe from YS and Glade set up a Library booth at the Farmer's Market where they spoke to a few dozen people about the Library and handed out craft kits and Library balloons.

Youth Services (YS):

- Youth Services hosted 43 events for 2,756 live attendees in May.
- May was a fantastic month. It was the first time since 2019 that staff did presentations in schools. STP staff interacted with over 2,000 5th – 9th graders. Staff either presented directly in classrooms or set up a table during lunch hours for students to visit. The cafeteria table with the prize wheel went really well. Staff will evaluate what worked with students to see what to aim for next year.
- YS has a new toy donated by a patron who won it: Tonies. "The Toniebox is an imagination-building, screen-free digital listening experience that plays stories, songs, and more." Ozanich may just keep this one for patrons to use in the Library, because circulating it gets really tricky.
- SLP officially started Monday and is off to a great start. There were over 50 people at one of yesterday's storytimes. Teen Lit Loot had over 30 registered in the first couple hours. So far, almost 500 people have registered for the Reading Challenges on Beanstack. Last year at this time that number was 350.
- Tomorrow is the first Discovery Days event, which is titled All Together Now. It features collaborative art projects that will be displayed in the YS area when done.

Branches:

- The Branches held 76 programs in May for 1,199 participants.
- Students from area schools visited ALM, ROS, and PLO.
- SLP is going well and staff are preparing for a booth at Celebrate Plover.
- Fuller and two Branch staff will be joining the bus trip to American Library Association in Chicago.

Technical Services (TS):

- Wirth has been busy weeding AV for the book sale next month. There are lots of materials for the sale.
- Wirth has been cataloging Library of Things items, such as, power tools, karaoke machine, metal detector, lawn games, and more.

Director:

Oathout went over the written report provided in the meeting packet. PCPL was closed for Memorial Day. April statistics were in the packet for review. May statistics are 7.9% up from last year. The study room usage listed shows 191 people used the rooms, but that translates into 342.5 hours of use for those three study rooms. PCPL is a meeting place, so adding more study rooms is a possibility. The July Board meeting will be held at ALM with no virtual option.

9. Adjournment

Meeting adjourned by President Buchholz at 6:02 pm.

Respectfully submitted,
Jamie Phillis, Office Supervisor