

PORTAGE COUNTY PUBLIC LIBRARY (PCPL)

Board of Trustees Regular Meeting

July 5, 2023

1. CALL TO ORDER

President Sunshine Buchholz called the meeting to order at 4:30 p.m. at the Almond Branch Library, 122 Main Street, Almond, WI 54909. Trustees present: Chris Doubek, Amanda Freberg, Joan Honl, Liz Peterson, and Holly Petrillo. Library staff in attendance: Charles Danner, Eddie Glade, Larry Oathout, Nicole Ozanich, Jamie Phillis, and Alison Wirth. Others present: Nancy Foth, Sam Lang, and Ellen Riggenschach.

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

Ellen Riggenschach asked for an update on the Almond Branch (ALM) door suggestion. Oathout informed her proposals will be sent to the Village of Almond Trustees for their upcoming meeting.

3. REVIEW / APPROVAL – MEETING MINUTES OF JUNE 7, 2023

Doubek moved to approve the June 7, 2023 minutes. Peterson seconded the motion, which passed by voice vote.

4. ANNOUNCEMENTS AND CORRESPONDENCE

The Library Board nomination, Kari Prokop, did not pass due to a tie vote at the full County Board. So the Library Board seat is still open and new applicants will be sought. There was no correspondence or suggestions from the public.

a) Facilities Report

The Gilfry Building that houses the Health and Human Services Department (HHS) had structural issues from a water main leak. HHS has been moving staff around and they have been using PCPL meeting rooms. Custodial staff at the Gilfry building was reassigned and one has been assigned to the Stevens Point Branch (STP). She has been doing the daily cleaning that has allowed our regular custodian to do other duties. He was able to go to the Plover Branch (PLO) to do carpet extractions and plans to go to the Rosholt Branch (ROS) and ALM.

b) Trustees Library Branch Visits

Peterson's children participated in the Foodtastic event at STP and she was able to peruse all the books. They may also join the Teen Late Night program because they had so much fun. Doubek mentioned the Trustee Training Week materials are available.

5. REVIEW FINANCIALS

Invoices were paid in the amount of \$655.24. The June 6, 2023 Procurement Card (P-Card) statement total was \$9,463.05. For the 2023 year-to-date Budget Status Report (BSR), PCPL is 47.3% spent.

6. OLD BUSINESS

a) Discussion / Possible Action – SCLS Service Outage Update

South Central Library System (SCLS) outage went extremely well. The Wi-Fi and SCLS supported computers went offline at 1pm on June 28th. STP switched to the County network and ALM, PLO, and ROS switched to internet hotspots. SCLS network was back up the morning of June 30th, earlier than expected. The three Branches are on Badgernet and that was a bit slower process coming back up on July 3rd.

b) Discussion / Possible Action – PCPL 2024 Budget

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

c) Discussion / Possible Action – Lease Agreement Between the Village of Plover and the Portage County Public Library Board of Trustees for Operation of the County Library Branch in the Village of Plover

PLO lease is in the final stages and will be voted at the July Village of Plover Board meeting. Corporation Counsel is looking at the process on the County end to verify if County Board needs to approve the lease, or just the Library Board, since there is no money involved.

d) Discussion / Possible Action – Stevens Point Branch Lease Negotiations update

Oathout was asked to provide a reasonable timeline for developing the 1039 Ellis Street property into a library facility. The Administrative staff met at the building to give him input and he spoke with consultants and architects that have library building backgrounds. It was determined that it would take two to four years to safely reconstruct it for library purposes and the lease expires in 18 months. In addition, the building's floor weight capacities are below library code requirements.

7. NEW BUSINESS

a) Discussion / Possible Action – PCPL Strategic Plan

The current plan ends in 2024 and is a solid plan. Staff will discuss the staff piece and what to carryover or what to eliminate at the staff in-service on August 7th. Results of those discussions will be brought to the Library Board. Next steps will need to be discussed and it may be time to engage the public again for input.

8. LIBRARY REPORTS and STATISTICS

Reference:

- Book Adventures, had 50 people participate for the month and Adult Lit Loot had 50 bags handed out.
- The Propagation Station is up and running.
- Fax had 46 people for \$0.00 for the month.

Circulation:

- Staff has worked hard the last month keeping up with returns and shelving. Glade has worked on weeding several sections in anticipation of the annual book sale, and also worked on the Nonfiction shifting project.
- Glade met with the STP Circulation Desk staff on June 20th to review plans for the SCLS service outage as well as how to help library users with e-books.
- Four more of the authors have been confirmed for the Central Wisconsin Book Festival: Sue Berg (author of the Driftless mystery series), John Armbruster (author of *Tailspin*), Scott Spoolman (author of *Wisconsin Waters*), and Dr. Patti Loew (author of *Indian Nations of Wisconsin*).

Technical Services (TS):

- Wirth has been busy preparing for the upcoming Book Sale.
- TS staff is busy cataloging and relabeling. It was a bit difficult to find other projects during the internet outage since most of what TS does is on the computer.
- Wirth will be attending the Research Institute for Public Libraries (RIPL) Conference in Madison at the end of the month. It focuses on how to collect, view, and find data for public libraries.

Youth Services (YS):

- Youth Services hosted 34 events for 2,438 live attendees in June.
- June has been busy and wonderful. As of today, there were 762 people registered for the Summer Reading Challenges. Last year at the end of summer there were 665 in total (which was the highest ever). Over 3,500 activities have been completed and over 250,000 reading minutes have been logged (includes adults). YS has handed out close to 300 prize books: more than 50 more than last year at this time.
- Attendance for events has been great. There were 148 for the two Discovery Days combined, and almost 300 attended storytimes so far. For today's puppet show there were almost 90 in the audience. The 72 Kid Lit Loot bags were gone in about a day and the 48 Teen Lit Loot bags in less than two days.
- YS is continuing scavenger hunts, with a different theme every two weeks, and 255 people participated in June. Risky Reads are a service that kids can get Reading Challenge points for, but it is also just a fun way to pick out a book. Book Bundles are something that YS has been doing continuously for years: parents really appreciate being able to grab a handful of books without having to spend the time looking. She provided examples of each.
- Ozanich attended the American Library Association (ALA) Conference Exhibits via bus through SCLS on June 24th. It was great, but fast. She met author Angeline Boulley, who is one of the big-name authors of the Central WI Book Festival. She met a few other YA authors, including Leah Johnson, whose book her book club just read. She attended a panel discussion with graphic novelists Tillie Walden and others, and another panel with award winning authors Andrea Beatriz Arango and Lisa Yee.

Branches:

- The Branches held 49 programs in June for 841 participants.
- PLO storywalk had 118 visitors in June.
- The first puppet shows since 2019 were held and there were 72 participants at PLO and 27 at ROS.
- Fuller attended the ALA conference with Branch and YS staff, it was a wonderful experience.
- A PLO staff member has turned in notice and will be done in August, so interviewing, hiring, and training will start again.

Director:

Oathout went over the written report provided in the meeting packet. Book Sale volunteers are needed to help with set-up, working the sale, and clean-up. May statistics were in the packet for review. Complete June statistics are late due to the internet outage, but physical circulation is up around 5% and digital is up 7%. His computer crashed, but Danner was able to save the hard drive and retrieve all data.

9. Adjournment

Meeting adjourned by President Buchholz at 5:37 pm.

Respectfully submitted,
Jamie Phillis, Office Supervisor