

PORTAGE COUNTY PUBLIC LIBRARY (PCPL)

Board of Trustees Regular Meeting

August 2, 2023

1. CALL TO ORDER

President Sunshine Buchholz called the meeting to order at 4:30 p.m. at the Portage County Annex, 1462 Strongs Ave, Stevens Point, WI 54481 and via Zoom Meeting System. Trustees present: Chris Doubek, Amanda Freberg, Joan Honl, Liz Peterson, and Holly Petrillo. Library staff in attendance: Charles Danner, Laura Fuller, Eddie Glade, Larry Oathout, Nicole Ozanich, Jamie Phillis, and Alison Wirth. Others present: Nancy Foth, Sam Lang, Marne Mercer, Danny Mercer, 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 JULY 5, 2023

Doubek moved to approve the July 5, 2023 minutes. Honl seconded the motion, which passed by voice vote.

4. ANNOUNCEMENTS AND CORRESPONDENCE

Correspondence and suggestions from the public included a note that a patron is enjoying the Book Adventure display table.

a) Facilities Report

The County IT Department is moving ahead with the phone system upgrade. New desk phones will soon appear at the Stevens Point Branch (STP) and costs should go down. Carpet cleaning was done this month at the Almond (ALM), Rosholt (ROS), and Plover (PLO) Branches. Costs for new flooring for the 1st and 2nd floors of STP is currently in the 2024 County Capital Improvement Plan (CIP). The garden area of STP was dug up to improve drainage. IT has started ordering equipment for the AV upgrade of the STP Pinery Room.

b) Trustees Library Branch Visits

None.

5. REVIEW FINANCIALS

Invoices were paid in the amount of \$1,308.35. The July 6, 2023 Procurement Card (P-Card) statement total was \$6,284.47. For the 2023 year-to-date Budget Status Report (BSR), PCPL is 52.8% spent.

6. OLD BUSINESS

a) Discussion / Possible Action – PCPL 2024 Budget Approval

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

Doubek made a motion to approve the PCPL 2024 Budget as presented. Freberg seconded the motion, which passed by voice vote.

b) Discussion / Possible Action – November Library Board Meeting

County Board meeting is also scheduled for November 1, 2023. Other possible dates were discussed.

Freberg made a motion to move the November Library Board meeting to Thursday, November 9, 2023 at 4:30pm on the Pinery Room at STP. Peterson seconded the motion, which passed by voice vote.

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

The final draft will be ready after the Village of Plover meeting. Corporation Counsel informed the last lease went to the full County Board for approval. A Resolution will be provided with the final draft of the lease to move it to County Board.

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

Oathout is working with the Facilities Department to find time to meet with the City of Stevens Point Engineer to walk through STP and see what updates may be required.

7. NEW BUSINESS

a) Discussion / Possible Action – PCPL Staff In-Service

Annual staff in-service will be held Monday, August 7, 2023 at Mid-State Technical College Community Room, 9am – 3pm. Lunch will be provided. Jean Anderson and Mark Jochem from South Central Library System (SCLS) will present on customer service in the morning. In the afternoon, there will be Strategic Plan discussions and exercises.

b) Discussion / Possible Action – Appointment of Committee for Library Director Performance Evaluation

Buchholz appointed the Committee as follows: Amanda Freberg as the lead and Holly Petrillo will shadow. Board members will need to attend the Evaluation meeting in-person for the closed session.

8. LIBRARY REPORTS and STATISTICS

Technical Services (TS):

- Wirth attended the Research Institute for Public Libraries (RIPL) Conference in Madison and it focused on how to collect, view, and find data for public libraries.

Reference:

- Adult Lit Loot starts on Tuesday.
- The Propagation Station is up and running, but people tend to take the entire jar instead of just the plant.
- Fax had 10 people for \$0.00 for the month.

Circulation:

- During the SCLS move in June, their phone lines were cut, which means that the automated phone messages from TalkingTech have not been working. SCLS has provided lists each day of patrons who have new holds and require phone messages, so staff has been making 5-10 phone calls a day to let people know about their holds. Text and e-mail messages were not affected.
- On July 28th, Oathout led a training session for Circulation staff that covered A to Z Databases and Ancestry.com.
- Circulation Services discussed the best way to add parent/guardian information to a Juvenile record to avoid database errors. Decided on wording for a policy that defines how patrons can track their checkouts. By default, Bibliovation does not keep track of checkouts more than 30 days old.
- ILS Committee is beginning to plan a new round of marketplace comparisons for Integrated Library Systems. This would take place through 2024 and 2025.

Youth Services (YS):

- Youth Services hosted 37 events for 2,415 live attendees in July.
- The last official day of Summer Library Program (SLP) was July 29th, and numbers, participation, and enthusiasm was amazing. Participants in the reading challenges can continue to pick up their prizes through August 26th, so summer statistics will be provided at next month's meeting. As of early last week, 461 prize books were handed out at all branches, which is almost 100 more than last year at this time, a record for us. The first summer Teen Late night in 4 years was held and it was fabulous. There were 34 teens entertained with scavenger hunts, hide-n-go-seek, a Marioland floor game, and ice breakers like squat wrestling. It was held from 6pm – 10pm and they were fed pizza, snacks, and ice cream sundaes.
- YS is now focusing on planning the fall. The plan is to offer 48 instead of 36 Kid Lit Loots per month, and change the age range from 1st – 5th to K – 5th grades. Instead of doing Pokémon Club monthly, the plan is to do special training sessions during school breaks in the winter and spring. Most other programs will remain about the same as they were in the spring, with the addition of the Family Yoga that started in the summer. Ozanich plans to host a booth at the first Pregnancy Expo in many years, held by Aspirus Hospital. Some other new things being considered: Bring Chess Club back; New competitive puzzle event for all ages: Nov – Feb; Kids book club; Tentative Fall events include: Family Storytimes; Baby Storytimes; Brick Central Building Club; Between Reads Book Club; Dungeons & Dragons; Family Yoga; Teen Library Council; Saturday Storytimes; and Teen Late Nights.

Branches:

- The Branches held 40 programs in July for 713 participants. The PLO garden tour and tea party had 18 attendees. The Fire Truck Fun had no fire trucks due to an emergency, but there were 77 attendees.
- ROS meeting room vent covers are now in place.
- Celebrate Plover was a huge success. Hundreds of people interacted with staff via balloons, books, crafts, and bookmarks.
- Another SLP is complete and it went well. Staff is already analyzing what may be done differently next year.
- Fall planning includes watercolor classes and an apple themed Discovery Day adult event. It would be nice to have a Library Board member judge the apple dessert on September 20th. Other judges are the Village of Plover Administrator and Fire Chief.
- The PLO Library Associate position is posted.

Director:

Oathout went over the written report provided in the meeting packet. Statistics for July are 4% above last year. Next meeting is at PLO.

9. Adjournment

Meeting adjourned by President Buchholz at 5:33 pm.

Respectfully submitted,
Jamie Phillis, Office Supervisor