

PORTAGE COUNTY PUBLIC LIBRARY (PCPL)

Board of Trustees Regular Meeting

September 6, 2023

1. CALL TO ORDER

President Sunshine Buchholz called the meeting to order at 4:30 p.m. at the Portage County Public Library (PCPL), Plover Branch at 2151 Roosevelt Drive, Plover, Wisconsin 54467. Trustees present: Chris Doubek, Amanda Freberg, Nycole Martinez, Liz Peterson, and Holly Petrillo. Member Excused: Joan Honl. Library staff in attendance: Laura Fuller, Larry Oathout, and Jamie Phillis. Others present: Nancy Foth, Sam Lang, Marne 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.

Introductions were made for the new member, Nycole Martinez.

3. REVIEW / APPROVAL – MEETING MINUTES OF AUGUST 2, 2023

Doubek moved to approve the August 2, 2023 minutes. Freberg seconded the motion, which passed by voice vote.

4. ANNOUNCEMENTS AND CORRESPONDENCE

a) Facilities Report

PCPL is moving ahead with the purchase of a new vehicle to be housed at the Stevens Point Branch (STP). It is a 2024 Chevy Equinox and will likely arrive in 2024. Facilities staff used PCPL staff day to have full access to STP and finish the LED lighting in the basement. The large bushes behind the Main Street bike rack at STP have been removed and replaced with smaller plants.

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

b) Trustees Library Branch Visits

None. The Board discussed Trustees Training Week. One main take away from the legal session was to make sure all policies are reviewed, up-to-date, and understandable. The five policies that stood out were: Collection Development, Programs and Display, Circulation, Patron Behavior, and Social Media. Also, have a protocol in place in case someone wants to make a formal complaint.

5. REVIEW FINANCIALS

Invoices were paid in the amount of \$2,272.91. The August 7, 2023 Procurement Card (P-Card) statement total was \$6,397.93. For the 2023 year-to-date Budget Status Report (BSR), PCPL is 65.3% spent.

6. OLD BUSINESS

a) Discussion / Possible Action – PCPL 2024 Budget Update

The Budget approved at the last meeting has been input into the Munis system. Oathout and Phillis attended the Budget Hearing on August 21st everything was in order. The next step is the County Executive presentation of the full budget and County Board approval.

b) 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 Village of Plover has approved the lease agreement for the Plover Branch (PLO). According to Corporation Counsel, this lease agreement does not need to get approval from the full County Board, so there is no resolution.

Petrillo made a motion to approve the 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. Freberg seconded the motion, which passed by voice vote.

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

The Mayor appointed Sam Lang as liaison for negotiations on the STP lease and he has been collecting information. Oathout will continue to work with Lang, the County Executive, and the Facilities Director.

7. NEW BUSINESS

a) Discussion / Possible Action – 2024 PCPL Public Service Plan

Oathout went over the 2024 PCPL Public Service Plan required by South Central Library System (SCLS), which was provided in the packet.

Freberg made a motion to approve the 2024 PCPL Public Service Plan and forward it to SCLS. Petrillo seconded the motion, which passed by voice vote.

b) Discussion / Possible Action – PCPL 2023 Winter Holiday Schedule

Oathout went over the PCPL 2023 Winter Holiday Schedule that was provided in the packet.

Peterson made a motion to approve the PCPL 2023 Winter Holiday Schedule. Petrillo seconded the motion, which passed by voice vote.

8. LIBRARY REPORTS and STATISTICS

Reference:

- Book Adventures had 53 participate in July and 47 in August.
- Adult Lit Loot starts on Tuesday.
- There have been a few technology issues, but things are being repaired.
- Fax had 7 people for \$0.00 for the month, but now the fax machine is broken and in the process of being fixed.

Circulation:

- SCLS's phone service and the automated phone messages were restored on August 23rd.
- Applicants are being reviewed for the open Circulation Aide position following a staff moving to PLO.
- Today and tomorrow, circulation staff from all branches is reviewing payment procedures together.
- On August 16th, the New Horizons Book club discussed the Community Read book, *Firekeeper's Daughter* in two sessions. There was a guest from the UWSP Native American Center at each meeting, which was a great help.
- The Central Wisconsin Book Festival has begun its first event of the year as the Poetry Walk is now in progress. Ten locations in downtown Stevens Point have posted poems submitted by Wisconsin poets on their windows. All the poems are written in the voice of a literary character. Residents can pick up a poetry scavenger hunt at STP or Bound to Happen Books. There will be a drawing at the end of the festival, and five people who return a completed and correct scavenger hunt will get a prize provided by the Wisconsin Fellowship of Poets.
- The week of August 28th, ten staff members helped staff a table in the main corridor of Mid-State Technical College Stevens Point campus to let their students know about public library resources and how to get a card.

Branches:

- The Branches held 48 programs in August for 660 participants. PLO Storytime averaged 35 attendees each week. It seems that people were happy to have program options in August.
- Rosholt Fair had about 75 people visiting the tent to shop and get a balloon for the parade.
- The PLO Library Associate position was filled by Willa Pribel, an STP Circulation Aide.
- Staff will be reconnecting with area 4Ks and HeadStart for monthly storytime

Youth Services (YS):

- Youth Services hosted 19 events for 855 live attendees in August.
- Staff agrees that this is the busiest August ever. Usually the amount of people visiting the department drops off drastically. Staff is still cleaning up from the summer, but look forward to fall projects like weeding, improving signage, and creating new booklists. A detailed report on the summer program will be presented at the October meeting.
- Fall events include Family Storytimes, Baby Storytimes, Brick Central Building Club, Between Reads Book Club, Dungeons & Dragons, Family Yoga, Teen Library Council, Saturday Storytimes, Teen Late Nights, Kid Lit Loot, and Teen Lit Loot.
- New events include Swim Into Stories along with the YMCA, hosting a table at the Pregnancy Expo, Family Movies, a kid's book club, and possibly a puzzle building competition.

Director:

Oathout went over the written report provided in the meeting packet. PCPL Social Work Intern Program was nominated as a finalist for the Wisconsin Library Association awards night for Programming Innovation. Statistics for August are 2.9% above last year. Next meeting includes the Director Performance Evaluation so Board Members need to attend in person. Closed session cannot be online. Evaluation surveys were sent out and are due September 18th. The November 9th meeting will be held at ADRC.

9. Adjournment

Meeting adjourned by President Buchholz at 5:22 pm.

Respectfully submitted,
Jamie Phillis, Office Supervisor