

PORTAGE COUNTY PUBLIC LIBRARY (PCPL)

Board of Trustees Regular Meeting

November 9, 2023

1. CALL TO ORDER

President Sunshine Buchholz called the meeting to order at 4:30 p.m. at the Portage County Aging & Disability Resource Center, 1519 Water Street, Stevens Point, WI 54481 and via Zoom Meeting System. Trustees present: Chris Doubek, Amanda Freberg, Joan Honl, and Nycole Martinez. Members Excused: Liz Peterson and Holly Petrillo. Library staff in attendance: Laura Fuller, Eddie Glade, Larry Oathout, Nicole Ozanich, Jamie Phillis, and Alison Wirth. Others present: Nancy Foth, Sam Lang, John Pavelski – County Executive, and Chase Propson.

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 OCTOBER 4, 2023

Doubek moved to approve the October 4, 2023 minutes. Freberg seconded the motion, which passed by voice vote.

4. ANNOUNCEMENTS AND CORRESPONDENCE

Buchholz announced she will not be seeking another term on the Library Board. Her last meeting will be January 3, 2024. Oathout announced his retirement for September 6, 2024.

a) Facilities Report

The Plover Branch (PLO) restroom pipe had a leak and the shutoff valve was too rusted to turn. Water did run into the staff lounge below, but the main damage was to some ceiling tiles. The automatic doors at the Stevens Point Branch (STP) stopped working. While waiting for a quote to fix the issue, the door started working again. The payphone at STP has died and a courtesy phone may be installed in its place.

Correspondence and suggestions from the public included a patron asking for foot openers on the bathroom doors; a patron that likes books; and a patron requesting homeschool clubs and programs.

b) Trustees Library Branch Visits

None.

5. REVIEW FINANCIALS

Invoices were paid in the amount of \$3,125.71. The October 6, 2023 Procurement Card (P-Card) statement total was \$15,147.50. For the 2023 year-to-date Budget Status Report (BSR), PCPL is 83.4% spent.

6. OLD BUSINESS

a) Discussion / Possible Action – PCPL 2024 Budget Update

The 2024 Budget was passed at the November 1st County Board of Supervisors meeting. The 3% increase to the 2024 Salary Schedule is on the agenda for the next County Board meeting.

b) Discussion / Possible Action – Stevens Point Branch Lease Negotiations Update

No discussions have taken place on the STP lease since the last meeting.

c) Discussion / Possible Action – Software Replacement

The transition from Demco to LocalHop for STP meeting room reservations is being figured out for January 2024.

7. NEW BUSINESS

a) Discussion / Possible Action – Ad-Hoc Succession Plan Committee

The Ad-Hoc Succession Plan Committee will do the ground work for replacing the Library Director and report back to the full Board as necessary.

Doubek made a motion to form an Ad-Hoc Succession Plan Committee made-up of members Freberg, Honl, and Martinez. Buchholz seconded the motion, which passed by voice vote.

b) Discussion / Possible Action – Review Hours of Operation at all Branches

The current hours at all locations work as is. If they were to be expanded at one branch, something would have to give at another branch.

c) Discussion / Possible Action – PCPL 2024 Meeting Dates and Holiday Schedule

Freberg made a motion to approve the PCPL 2024 Meeting Dates as distributed. Martinez seconded the motion, which passed by voice vote.

Doubek made a motion to approve the PCPL 2024 Holiday Schedule as distributed. Freberg seconded the motion, which passed by voice vote.

d) Discussion / Possible Action – Annual Report Trends

Oathout shared charts and statistics from data collected on library annual reports that are submitted to the State. This information was presented at the Wisconsin Library Association Conference.

8. LIBRARY REPORTS and STATISTICS

Youth Services (YS):

- YS hosted 44 events for 1,262 live attendees in October.
- Lit Loots continue to be a success. All 36 Teen and 48 Kid Lit Loots were claimed yesterday by 2:30pm after opening registration at 8:30am.
- YS has had a ton of teen volunteers lately. Some are for school projects, but others sign up just because they want to. There was 11 in October, plus three that helped with the Saturday Storytime event. Also, Ozanich has been getting calls to assist college students with projects. Two students interviewed her, and she met with an Early Childhood Education class about a partnership where the students would create something the library could use for the community.
- Movie events have returned at STP for the first time in years. They are scheduled on no-school days for the public and parochial districts.
- November 28th is the first Literally Amazing Reads celebration event. The next one will focus on the nonfiction middle grade book, *Fly Girls* by P. O'Connell Pearson. It will begin in January and culminate with a celebration event at the end of February.
- The annual Gingerbread House event will be held December 19th. Winter break plans included a movie and two Pokémon Academy learning sessions. Between Reads Book Club's will have its 10th anniversary meeting in January, fun statistics will be shared after that.
- Fall is time to get other projects done such as: organizing the storage room; relocating magazines; creating new section for the Holiday collection labeled Holidays (Various); new endcap signs were created, so a shift is being planned; new pamphlets for fans of popular books are being created, along with updating current lists and handouts; and weeding collections.

Circulation:

- Most of the Oversized Nonfiction books have been moved to their new home on the southeast corner of the 2nd floor, just after the 900s.
- Two new Circulation Aides have been hired, Eryka Knutson and Abigail Fox. They started this week, so STP Circulation is back to full staff.
- New Horizons Book club met October 11th and today, discussing *Native Son* by Richard Wright and *The Optimist's Daughter* by Eudora Welty.
- On October 11th, SCLS hosted an "ILS Summit," to discuss options for the library database going forward into the next 10 years. They also got a great overview of the data visualization charts that SCLS has created in the last few years.
- Carol Kerske and Janet Schroeder have finished planning STP lineup of periodicals for 2024. Although some magazines have ceased publication or switched to digital, they continue to find new options for our patrons on a variety of topics. New subscriptions for next year include *Horse Illustrated*, *Retro Gamer*, and the *La Crosse Tribune*.

Technical Services (TS):

- Wirth is working on relabeling oversized books and Holiday books in YS.
- Holiday Gift Buy order cards are in and being ordered. The display should be set up by the end of the month.

Branches:

- Branches held 40 programs in October for 421 participants.
- PLO hosted Hoo's Woods Raptor Center for an Owl-A-Ween program with four live owls and 50 attendees.
- Fuller has found herself performing many "other duties as assigned" often, such as an overflowing toilet and birds flying into the window.
- Patron comments were collected at all Branches via surveys. Results were presented to the Board.
- Interviews for the open PLO Library Associate position will begin soon.

Reference:

- Book Adventures had 51 participants in September and 45 in October.
- Lit Loot had 48 claimed bags, with 2 unclaimed.
- The propagation station needs updating.
- The fax machine has been replaced, but is still not working. The issue may be with the new phone system installed by County IT.

Director:

Oathout went over the written report provided in the meeting packet. Statistics for October show that Overdrive hit a record for the 4th month in a row. Also, Almond Branch circulation was up substantially from October 2022.

9. Adjournment

Meeting adjourned by President Buchholz at 5:50 pm.

Respectfully submitted,
Jamie Phillis, Office Supervisor