

PORTAGE COUNTY PUBLIC LIBRARY (PCPL)

Board of Trustees Regular Meeting

December 6, 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, Nycole Martinez, Liz Peterson and Holly Petrillo. Library staff in attendance: Charles Danner, Laura Fuller, Larry Oathout, Nicole Ozanich, and Jamie Phillis. Others present: Laura Belanger-Tess – Human Resources (HR) Director, Nancy Foth, Deb Knippel, Marne Mercer, Traci Miller – South Central Library System (SCLS), 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

Traci Miller and Laura Belanger-Tess were invited to speak on agenda item #6a. All others are observing.

3. REVIEW / APPROVAL – MEETING MINUTES OF NOVEMBER 9, 2023

Doubek moved to approve the November 9, 2023 minutes. Honl seconded the motion, which passed by voice vote.

4. ANNOUNCEMENTS AND CORRESPONDENCE

a) Facilities Report

The Plover Branch (PLO) had another restroom issue with a clogged toilet. The Stevens Point Branch (STP) is looking at getting baby changing stations installed in the lower level. The STP parking lot was slippery so the City Public Works Department was called to sand after reports of people falling.

Correspondence and suggestions from the public included a patron asking for more baby toys and activities.

b) Trustees Library Branch Visits

None.

5. REVIEW FINANCIALS

Invoices were paid in the amount of \$2,049.50. The November 6, 2023 Procurement Card (P-Card) statement total was \$10,427.45. For the 2023 year-to-date Budget Status Report (BSR), PCPL is 87.2% spent.

6. OLD BUSINESS

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

The Committee is in the beginning planning stages. One question is start date, should the new Director overlap with Oathout for a day or two. Belanger-Tess stated some overlap can be beneficial for basic introductions, tours, and other important information. Miller agreed and also suggested having a Directors Book with key information. She will assist with the SCLS new Director orientation. Freberg ran down the timeline the Committee drafted. The next steps are to develop surveys, review job description, decide where to post the opening, budget any necessary expenses, and interview questions.

Skipped to agenda item #6c because presenter not in attendance yet.

c) Discussion / Possible Action – PCPL 2024 Budget Update

The 2024 Budget was approved, as well as the 3% salary increase. Oathout went through a PowerPoint presentation on Materials Purchasing at PCPL.

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

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

b) Discussion / Possible Action – Social Work Intern Update

Jordan Daye, Social Work Intern, went over what he has done during his time at PCPL, what he learned, and what his future plans are for him and PCPL. One request he would like for a future intern would be access to a private phone and computer for confidentially purposes. He would like more focus on staff resources and supporting staff in general. The Board and staff thanked Daye for all his work.

7. NEW BUSINESS

None.

8. LIBRARY REPORTS and STATISTICS

Branches:

- The Branches held 51 programs in November for 906 participants. The masquerade ball had 123 attendees between the three locations. The Almond Branch quilting program had four volunteers with 11 participants.
- A chair was reupholstered for PLO YA section (a picture was shared).
- New hire Murray Johnson, who previously worked in YS with Nicole for a number of years, is training and it is going very smoothly.
- Focus is shifting to January through April program planning.

Youth Services (YS):

- YS hosted 42 events for 1,119 live attendees in November.
- Two YS staff attended the annual SCLS Youth Programming Workshop in Madison. They said it was nice to interact with YS staff from other libraries and learned more about book talking. Librarians have been doing this way before BookTok became popular through TikTok.
- The second Movie Matinee afternoon had over 40 people attend.
- Ozanich presented to and gave a tour to a St. Paul Kindergarten class, and met with a Worzalla representative to talk about next year's collaboration. This year they provided money to support the Lit Loot program, among other things.
- The first Literally Amazing Reads event went very well. There were 45 people signed up to read the book and do the activity packet, and 15 people attended the event on the 15th. The next session will be January through February, with a celebration event at the end.
- A staff member and her husband dressed up as Mr. and Mrs. Santa Claus and waved at the parade audience in the window display along Main St last Friday. People seemed to really enjoy this.
- The annual Gingerbread House making event takes place in a couple weeks. Online registration opened yesterday and there were 41 kids already signed up. For winter break, YS plans to host a Movie Matinee on December 27th at 1:00 to show the animated Elemental. There will also be two Pokémon Academy sessions on the 28th where kids and parents can learn how to play the card game.

Reference:

- Book Adventures had 47 participants in November.
- The propagation station has been restocked.
- There is a new fax machine, but it does not work. It may be an issue with the new phone system.

Technical Services (TS):

- Holiday Gift Buy is off with a great start. Display is up at STP on 1st floor and in YS, and also at PLO and Rosholt Branch (ROS) as well. There have been 42 out of 100 items already sold. The display will stay up until the beginning of January (unless sold out).
- Wirth has completed the relabeling of oversized materials. All are re-cataloged, except any that are currently checked out, and last batch is getting their new labels.
- The main batch of new Holiday books have been re-cataloged and are getting their new labels.
- End-of-Year orders are coming in and staff is making sure material funds are used up and spent by the end of the month.
- Wirth is coordinating with SCLS on when to close out 2023 in GetIt (the purchasing/acquisitions module in BiblioNation), and open 2024.

Circulation:

- Glade met with Circulation Desk lead staff on November 29th and reviewed the procedure for transferring holds between branches.
- Glade worked with Fuller and Wirth to transfer about 120 Large Print books to PLO, which helps alleviate overcrowding at STP and also gives PLO patrons a better browsing selection.
- Circulation Services Subcommittee met on November 14th and discussed several procedure changes to make better use of the BiblioNation library database. One library requested to allow RFID tagging of other libraries' board books so they can be checked out at self-checkouts and returned through a sorter. There will be a system-wide survey. They also discussed patron registration guidelines, including the age at which patrons can register themselves (currently 16) and how to process registrations for people who sign up at a library not where they live. They approved a request to expand the item types allowed to be set as Local Hold to include New Children's Picture Books.
- Glade and others met with a Worzalla representative on November 16th to discuss the ongoing partnership.

Director:

Oathout went over the written report provided in the meeting packet. Statistics for November were high again. Credit was given to Joan Honl for her work on the SCLS Director Search. Honl stated she has learned a lot and enjoyed working with SCLS staff.

9. Adjournment

Meeting adjourned by President Buchholz at 6:10 pm.

Respectfully submitted,
Jamie Phillis, Office Supervisor