

PORTAGE COUNTY PUBLIC LIBRARY (PCPL)

Board of Trustees Regular Meeting

February 7, 2024

1. CALL TO ORDER

Vice-President Amanda Freberg called the meeting to order at 4:32 p.m. at the Portage County Annex, 1462 Strongs Ave, Stevens Point, WI 54481 and via Zoom Meeting System. Trustees present: Chris Doubek, Elise Holzberger, Joan Honl, Nycole Martinez, Liz Peterson and Holly Petrillo. Library staff in attendance: Charles Danner, Eddie Glade, Laura Fuller, Larry Oathout, Nicole Ozanich, Jamie Phillis, Tiffany Riley, and Alison Wirth. Others present either in-person or remotely: Mike Lukas – Portage County Sheriff, Traci Miller – South Central Library System (SCLS), Jennifer Jossie – Portage County Finance Director, Brandi Makuski – MetroWire, Dave Medin – Portage County Board Supervisor District 4, Shaun Przybylski – Portage County Board Supervisor District 6, Marne Mercer, and Diane Casselberry.

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

Public comment was given by Diane Casselberry, Marne Mercer, and Tiffany Riley on agenda item #8b PCPL Safety and Security. Marne Mercer also offered comment on agenda item #9 Library Reports and Statistics.

3. INTRODUCTIONS

Introductions were made for the new member, Elise Holzberger.

4 REVIEW / APPROVAL – MEETING MINUTES OF JANUARY 3, 2024

Doubek moved to approve the January 3, 2024 minutes. Peterson seconded the motion, which passed by voice vote.

5. ANNOUNCEMENTS AND CORRESPONDENCE

Correspondence and suggestions from the public include a staff thank you note; several patrons support for staff safety and well-being; patron request for vending machines; patron request for children's chess club; and a patron complaint that the elevator door closed on them.

a) Facilities Report

No report.

b) Trustees Library Branch Visits

None.

6. REVIEW FINANCIALS

Invoices were paid in the amount of \$17,163.18. The December 31, 2023 Procurement Card (P-Card) statement total was \$8,050.27 and the January 8, 2024 P-Card statement total was \$232.59. For the 2024 year-to-date Budget Status Report (BSR), PCPL is 6.3% spent.

7. OLD BUSINESS

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

Martinez stated they have composed a job description and the draft will be sent to SCLS, and County representatives for review and input. The goal for the next meeting is to have a complete job listing ready for review and approval by the Board. She shared results of the staff and Board surveys.

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

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

c) Discussion / Possible Action – PCPL Strategic Plan

The current Plan expires at the end of 2024 and it was suggested the Board postpone updating the Strategic Plan until the new Director is in place.

Martinez made a motion to extend the PCPL Strategic Plan deadline to December 31, 2025. Peterson seconded the motion, which passed by voice vote.

8. NEW BUSINESS

a) Discussion / Possible Action – WI Department of Public Instruction (DPI) Public Library Annual Report

Honl made a motion for Freberg to review and sign the completed Annual Report, with Board review in March. Doubek seconded the motion, which passed by voice vote.

b) Discussion / Possible Action – PCPL Safety and Security

The number of unruly incidents at STP has increased since March of 2022. Staff was hired to provide library service, but now 70-80% of staff training is about handling issues that require de-escalation or mentally ill individuals. PCPL is not equipped to handle these situations and if it continues PCPL will lose good staff. At the Space and Properties Committee, the Sheriff and other County Department Heads introduced a plan to fund a security guard for STP, which was approved. The security guards estimated start date is February 26, 2024 and is funded through 2024. Funding will be revisited at budget preparation time for 2025. PCPL will provide the security guard with policies to follow for expectations of patron behavior.

Sheriff Lukas has received many calls from people not wanting to come to STP because they do not feel safe and secure. A security guard will give a presence and voice to law enforcement. They will be trained by law enforcement in regard to proper procedures and County ordinances. Jossie stated the overall goal was to balance use of the Library with safety and security and reduce any risks there may be. Staff will continue these conversations and look at different aspects of the facility itself and operational changes to enhance safety for staff and the community.

Przybylski suggested keeping PCPL Mission, Vision, Values, and Strengths from the Strategic Plan in mind when trying to define legitimate library business. The Board will review and update PCPL policies and procedures at upcoming meetings to provide guidelines for the security services.

c) Discussion / Possible Action – Adjust Stevens Point Branch Hours to Enhance Public and Staff Safety

Peterson made a motion to adopt the altered summer schedule effective March 1, 2024 as follows: Monday 9am to 8pm, Tuesday through Friday 9am to 6pm, and Saturday 9am to 2pm. Petrillo seconded the motion, which passed by voice vote.

9. LIBRARY REPORTS and STATISTICS

Youth Services (YS):

- Youth Services hosted 27 events for 735 live attendees in January.
- Swim Into Stories event at the YMCA pool had over 70 people in attendance. Ozanich presented to 10 moms and their babies at the New Moms Class at Aspirus Hospital. Over 300 people completed Scavenger Hunts – themes were Gingerbread, Dragons, and Polar Animals.
- Statistics between 2022 and 2023 had some amazing differences. In-Person participation for preschool age was up 147% in 2023, for school-age it was up 68%, and for teens it was up 375%. Overall, the numbers of programs offered increased by 15% in 2023, but participation increased by 32% (this includes decreasing numbers for self-directed and virtual programs).
- Between Reads 10th Anniversary statistics since starting in January of 2014 are as follows: 132 books were read; this equals 48,689 pages read; the books read are an average of 369 pages; longest book was *Pathfinder* by Orson Scott Card at 662 pages; shortest novel read was *Sachiko* by Caren Barzelay Stelson at 144 pages; at least 52 participating members over the years; 120 meetings; and repeated themes.

Branches:

- The Branches held 46 programs in January for 740 participants.
- Bluey was a hit! Staff estimates there were 175 attendees at the Plover Branch (PLO) event.
- Kids Bookmark coloring contest had 55 submissions, 4 contest winners per age group. The winning bookmarks will be out at all branches.
- SouthPoint Laundromat loves the PCPL PopUp, kids and parents frequently use it together. Staff is looking for a 3rd location.
- New Homebound mail pouches have been received. They replace bags that are about 40 years old.
- New blinds are being ordered for the Almond Branch.
- Staff will be starting up a Seed Library at PLO for this spring.

Reference:

- Book Adventures, had 60 people participate.
- The propagation station is still getting use.
- Fax had 12 people for \$0.00 for the month.

Circulation:

- Provided two opportunities for staff to view webinars about de-escalation. Attended four Wild Wisconsin Winter Web Conference webinars.
- In January, New Horizons Book Club had 15 participants at two meetings discussing *It's All Relative* by A. J. Jacobs.
- Planning is underway for the Central Wisconsin Book Festival in September.
- Glade, with help from others, created a read-alike brochure for the popular book, *Fourth Wing*, a romantic fantasy novel (Romantasy).
- At the Circulation Services Subcommittee meeting on January 16th, expanding the Local Holds collection possibilities for participating libraries was discussed, as well as procedures for patron registration and processing payments of lost items.

Technical Services (TS):

- A patron donated an A.I. generated cookbook, which was different to see. It had a legal disclaimer and will not be added to the collection.

Director:

Oathout went over the written report provided in the meeting packet. The Amazon Wish List is up and available to the public. January 2024 statistics are down a bit from January 2023, but not by much.

10. Adjournment

Meeting adjourned by Vice-President Freberg at 6:37 pm.

Respectfully submitted,
Jamie Phillis, Office Supervisor