

PORTAGE COUNTY PUBLIC LIBRARY (PCPL)

Board of Trustees Regular Meeting

March 6, 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, Larry Oathout, Nicole Ozanich, Jamie Phillis, and Alison Wirth. Others present either in-person or remotely: Traci Miller – South Central Library System (SCLS), Laura Belanger-Tess – Portage County Human Resources Director, John Pavelski – County Executive, and Erik Pfantz.

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

No public comment was given.

3. REVIEW / APPROVAL – MEETING MINUTES OF FEBRUARY 7, 2024

Doubek moved to approve the February 7, 2024 minutes. Honl seconded the motion, which passed by voice vote.

4. ANNOUNCEMENTS AND CORRESPONDENCE

a) Facilities Report

A courtesy phone has been installed on the first floor of the Stevens Point Branch (STP). It will be for local calls and calling cards only. A new emergency light has been installed in the basement at STP. A piece of glass was installed over the existing window in Phillis' office due to a gap around the frame. New blinds have been purchased for the front windows at the Almond Branch (ALM). The new vehicle has arrived at STP, a 2024 Ford Equinox. It will be used for staff travel to meetings, Branches, and other necessary travel so they do not have to use a personal vehicle.

No correspondence or suggestions from the public.

5. REVIEW FINANCIALS

Invoices were paid in the amount of \$37,442.03. The February 6, 2024 Procurement Card (P-Card) statement total was \$5,942.81. For the 2024 year-to-date Budget Status Report (BSR), PCPL is 14.8% spent.

6. OLD BUSINESS

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

Martinez went over the listing and job description as well as the position advertisement that was provided in the packet. It was suggested to add a salary range to the listing. Belanger-Tess made suggestions on preferred language used in other County job descriptions. The timeline for posting is May 1st and closing applications May 31st, first round of interviews the second week of June, and the second round of interviews the last week of June. If there is a candidate selection, the recommendation could be brought to the July Board meeting for approval with an offer soon after. Revisions will be made to the job listing and brought back to the April meeting for approval. The advertisement language may also need revising in order to tell people why Portage County is an appealing place to work and live. It was suggested to check with the Portage County Business Council for language.

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

Oathout went over the completed report that was provided in the meeting packet.

Honl left at 4:57pm.

c) Discussion / Possible Action – PCPL Safety and Security

New hours began at STP on March 1st. A few changes were made to programming and public meetings. Panic buttons and additional cameras will be installed in the future. The security team has started. Furniture and seating will be moved around for better viewing.

Honl returned at 5:05pm.

7. NEW BUSINESS

a) Discussion / Possible Action – Appointment of a PCPL Board of Trustees Member to the PCPL Foundation Board of Directors (to replace Sunshine Buchholz)

Information was given to the Board on the function of the PCPL Foundation Board of Directors. A member will be chosen at the next meeting.

b) Discussion / Possible Action – PCPL Policy Updates and Revisions

i. Code of Conduct

ii. Meeting and Study Rooms

iii. Security Camera

The Board reviewed the three policies that were provided in the packet. A final version of each will be presented at the next meeting for approval.

8. DISCUSSION – LIBRARY DEPARTMENT REPORTS

a) Branch and Extension

- The Branches held 50 programs in February for 662 participants.
- Storytime started back up at Rosholt and there has been good, consistent attendance.
- Fuller is planning a big program for March, Play Dough Play Day.

b) Circulation

- On February 8th and 9th, Glade reviewed shelving procedures with the Circulation Aides. Yesterday and today, laptop kits from SCLS were used to review and practice patron registration with all Circulation staff.
- New Horizons Book Club had 18 participants at two meetings discussing *American Dirt* by Jeanine Cummins.
- Next week Thursday at 11:00am, PCPL is hosting a presentation by the Wisconsin Board on Aging and Long Term Care, which provides help with Medicare services as well as advocacy for people living in care facilities.
- One book display last month, Take a Leap, had 71 books checked out, the highest number ever taken from one of the side displays by the pillars on first floor. Thanks to Jen Bolman and Joe Waters for their ongoing collaboration to put together interesting displays.

c) Reference

- Book Adventures, had 56 people participate.
- Blind Date with a Book generated 210 check outs.
- Fax had 6 people for \$0.00 for the month.

d) Technical Services

- Youth Art Month is being held in March. Artwork is beginning to pop up on each floor at STP. Maps are being created to show where each school's art is located in the building.
- Wirth created the 2023 Highlights infographic sheet. It will go to the County Supervisors at an upcoming meeting.

e) Youth Services

- Youth Services hosted 41 events for 1,119 live attendees in February.
- Last month Ozanich highlighted the January Swim Into Stories event that had over 70 people attend. In February, there were 96. Staff have decided to continue this event in June and July, and hopefully again throughout the school year.
- Shifting of kids Nonfiction books, graphic novels, and magazines is almost complete. This was necessary to organize and spread out the collections better. Previously generic posters were used to label sections of nonfiction, and now there are signs staff created that are a much more accurate fit.
- Staff also moved a glass display case over to repurpose one wall for imaginative play activities for visiting families.
- The second Literally Amazing Reads program and event concluded. While it was successful, staff is thinking of new ways to improve it. Instead of an activity sheet, a BINGO sheet with activity prompts families can complete to earn small prizes may be offered. This will be more interactive within families as well as between patrons and PCPL staff, and hopefully more fun. There will be another held in July and August.
- Ozanich is still very focused on implementing new security measures and collaborating with other admin staff on new policies.
- Ozanich is also trying to work on the Summer Library Program (SLP). Changes from last year include cutting a couple year-long events that were not as popular in the summer, like Brick Central Building Club. The plan is to do more of the hugely popular events like Discovery Days and Teen Time. Since staff has doubled on Saturdays now, a weekly Saturday storytime for the very first time will be offered. Baby Storytime will be back for the summer. All of the Reading Challenges will continue like normal. SLP will be advertised heavily with school visits again, and staff will need to prepare for that very soon.

9. DISCUSSION – LIBRARY DIRECTOR REPORT AND STATISTICS

Oathout went over the written report provided in the meeting packet. Martinez and Freberg volunteered to mentor Holzberger as a new Board Member. The new meeting room reservation system, LocalHop, has gone live, as well as the events calendar. It seems to be working so far with reservations coming in. February 2024 statistics are up a bit from 2023, but not by much.

10. Adjournment

Meeting adjourned by Vice-President Freberg at 5:53 pm.

Respectfully submitted,
Jamie Phillis, Office Supervisor