

PORTAGE COUNTY PUBLIC LIBRARY

Board of Trustees Regular Meeting

April 3, 2024

1. CALL TO ORDER

Vice-President Amanda Freberg called the meeting to order at 4:32 p.m. at the Portage County Public Library (PCPL), Plover Branch at 2151 Roosevelt Drive, Plover, Wisconsin 54467. Trustees present: Chris Doubek, Elise Holzberger, Joan Honl, Nycole Martinez, Liz Peterson and Holly Petrillo. Library staff in attendance: Eddie Glade, Johnna Grant, Larry Oathout, Nicole Ozanich, and Jamie Phillis. Others present: Laura Belanger-Tess – Portage County Human Resources (HR) Director, Nancy Foth, Todd Neuenfeldt – Portage County Facilities Director, 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

No public comment was given.

3. REVIEW / APPROVAL – MEETING MINUTES OF MARCH 6, 2024

Doubek moved to approve the March 6, 2024 minutes. Honl seconded the motion, which passed by voice vote.

Skipped to agenda item #8a so that Grant could work the desk at the Plover Branch (PLO).

8. DISCUSSION – LIBRARY DEPARTMENT REPORTS

a) Branch and Extension

- The Branches held two spring break puppet shows in March, one at the Rosholt Branch (ROS) and one at PLO. They were both well received and had teen volunteers that did a great job.
- ROS had a recital and reception in coordination with Youth Art Month, everyone in the community enjoys this event.
- The Play Dough Play Day program was held at PLO, ROS, and the Almond Branch (ALM). Fuller made around 20 pounds of playdough for many learning activities and it went over well.
- The seed library was a hit. It was reported on the local news and many people came in to get seeds.

4. ANNOUNCEMENTS AND CORRESPONDENCE

Correspondence and suggestions from the public included a request for bathroom cleaning to not take place during Storytime, so they do not have to rush their toddler to another floor; a thank you for Homebound services; and thank you for providing a broad and diverse selection of books.

a) Facilities Report

A drop-ceiling partially collapsed in the basement storage room at the Stevens Point Branch (STP). A wooden plank used as a concrete form during building construction gave way. Neuenfeldt informed that it was tested for asbestos as well. Fuller is looking at color samples for acoustical tiles for the meeting room at ROS. Facilities moved furniture and shelving on the second floor at STP for security reasons. They also moved an old card catalog to the second floor for future use by a community group to establish a native seed library.

5. REVIEW FINANCIALS

Invoices were paid in the amount of \$2,870.44. The March 6, 2024 Procurement Card (P-Card) statement total was \$7,893.29. For the 2024 year-to-date Budget Status Report (BSR), PCPL is 22% spent.

6. OLD BUSINESS

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

Martinez went over the completed job description and advertisement that was provided in the packet. These documents were shared with County HR and South Central Library System (SCLS). Freberg is hopeful the posting will be up by May 1st or sooner. An Interview Committee could be approved at the May meeting. Previously, it consisted of the Ad-Hoc Committee, Ozanich, Phillis, SCLS representative, and a PCPL Foundation Member. Peterson entered at 4:50pm.

Martinez made a motion to approve the Library Director Job Description and advertisement as written with giving the Ad-Hoc Committee the discretion to make minor changes, if needed. Petrillo seconded the motion, which passed by voice vote.

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

Oathout has a meeting with several Department Heads next week to discuss what needs to be in the lease from the County's point of view. They will also be working on the ALM lease soon.

c) Discussion / Possible Action – PCPL Safety and Security

Security at STP started this month and it has been a good experience. They walk the floors, talk to people, develop relationships, and take care of problems. Incidents have slowed down, but not stopped completely. Furniture and shelving has been moved on the second floor. Public response has been very good. Staff feels it is better, safer, and they are able to do their jobs. Neuenfeldt stated panic buttons for STP have been ordered and are waiting for confirmation on an install date.

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

Doubek made a motion to appoint Nycole Martinez to the PCPL Foundation Board of Directors. Honl seconded the motion, which passed by

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

- i. Code of Conduct
- ii. Meeting and Study Rooms
- iii. Security Camera

Oathout went over the policies that were included in the meeting packet. Minor changes were suggested to the Meeting Room Code of Conduct policies.

Martinez made a motion to approve the three policies with minor changes. Holzberger seconded the motion, which was passed by voice vote.

7. NEW BUSINESS

No new business.

8. DISCUSSION – LIBRARY DEPARTMENT REPORTS

b) Circulation

- Circulation staff assisted Youth Services (YS) with moving Young Adult (YA) books to their new arrangement.
- Four Circulation staff members watched the training video, *Homeless De-escalation 301: Preventing Conflict*, on March 27.
- New Horizons Book Club had 13 participants in March discussing *Wide Sargasso Sea* by Jean Rhys.
- Circulation Services Subcommittee met on March 12th and discussed placement of barcodes on items, which is less strict now that the layout of most self-checkout machines has changed. They also added “newly published Large Print books” to the list of items libraries can put on Local Hold status and further discussed the pros and cons of adding RFID tags to board books and magazines.
- Magazines have a new home in the middle of the second floor at STP, and the Reference books have moved into the Reading Room. Staff has already seen people browsing the magazines more, so hopefully future reports will confirm they are getting checked out more.

c) Reference

- The fax machine is down.
- Book Adventures March theme was Spring, with 141 books checked out and 54 participants. For the year, there have been 170 participants.
- Staff is adjusting to the new layout on the second floor.

d) Technical Services

- Youth Art Month was held in March.
- Wirth has been working on splitting the Game and Toy Collection records and labels.

e) Youth Services

- Youth Services hosted 41 events for 943 live attendees in March.
- Staff appreciates the new condensed hours. It has been nice not working alone, but it means staff we are working more closing shifts and more Saturdays. It has been an adjustment.
- Staff finished shifting and organizing kids nonfiction books, graphic novels, and magazines and it looks much better. They also unexpectedly had to move a lot of YA books to rearrange the entire space for security purposes. Ozanich weeded kids Book & CD-Sets drastically so newer versions of Readalongs can expand. She has also been weeding the YA books which get full every couple years.
- Staff was busy the last two weeks with local schools on their spring breaks. Staff is working on summer preparations and coordinating school visits in May, while trying to keep up with ongoing programs and tasks. Booktalks are being prepped, which are like commercials staff deliver for great new books to entice students to read over the summer.
- Staff has been talking about changing the grand prizes for the Summer Reading Challenges. Some other libraries have done yard signs that say something like “Champion Reader,” which is a great idea, but could be really expensive. Staff is thinking of trying water bottle and bumper stickers this year. They would be a tangible award that *everyone* receives, and it would be great advertising for PCPL with our logo too.

9. DISCUSSION – LIBRARY DIRECTOR REPORT AND STATISTICS

Oathout went over the written report provided in the meeting packet. First quarter 2024 statistics are down about 3.7% from 2023.

10. Adjournment

Meeting adjourned by Vice-President Freberg at 5:35 pm.

Respectfully submitted,
Jamie Phillis, Office Supervisor