

PORTAGE COUNTY PUBLIC LIBRARY (PCPL)

Board of Trustees Regular Meeting

May 1, 2024

CALL TO ORDER

Director Larry Oathout called the meeting to order at 4:30 p.m. at the Portage County Annex, 1462 Strong's Ave, Stevens Point, WI 54481 and via Zoom Meeting System. Trustees present: Amanda Freberg, Elise Holzberger, Joan Honl, Nycole Martinez, Liz Peterson, Holly Petrillo, and Shaun Przybylski. Library staff in attendance: Charles Danner, Laura Fuller, 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), Sam Lang, and Marne Mercer.

INTRODUCTION OF NEW BOARD MEMBER

Introductions were made for new Board Member, Shaun Przybylski.

ELECTION OF OFFICERS

1. Oathout called for nominations for Library Board President. Freberg nominated Liz Peterson as Library Board President. Peterson accepted. Oathout called two more times for other nominations. None were heard and Oathout closed the nominations. Martinez made a motion to cast a unanimous ballot to seat Peterson as Library Board President. Freberg seconded the motion, which passed by voice vote. President Peterson took over control of the meeting.
2. Peterson called for nominations for Library Board Vice-President. Peterson nominated Amanda Freberg to continue as Library Board Vice-President. Freberg accepted. Peterson called two more times for other nominations. None were heard and Peterson closed the nominations. Przybylski made a motion to cast a unanimous ballot to seat Freberg as Library Board Vice-President. Petrillo seconded the motion, which passed by voice vote.
3. Peterson called for nominations for Library Board Financial Secretary. Honl nominated Holly Petrillo and Holzberger nominated Nycole Martinez as Library Board Financial Secretary. Petrillo declined and Martinez accepted. Peterson called two more times for other nominations. None were heard and Peterson closed the nominations. Petrillo made a motion to cast a unanimous ballot to seat Martinez as Library Board Financial Secretary. Honl seconded the motion, which passed by voice vote.

ANNOUNCEMENTS AND CORRESPONDENCE

Suggestions from the public included a patron requesting PCPL check out the State Park Pass program. Oathout explained PCPL has looked into this program in the past and it was too much of an expense to participate. No other correspondence.

REPORTS

1. **Facilities:** There was an HVAC problem at the Rosholt Branch (ROS). It was off for a few days. Camera Corner is installing the Pinery and Prairie Room A/V equipment at the Stevens Point Branch (STP) and it should be available for use soon.
2. **Review Financials: Vendor Invoice Lists, Procurement Card, Budget Status.** Invoices were paid in the amount of \$28,172.23; April 8, 2024 Procurement Card statement total was \$7,695.98; 2024 year-to-date Budget Status Report was at 30.9% spent.
3. **Branch and Extension:** The Branches held 54 programs for 727 participants in April. The Catapulting Peeps program at the Almond Branch (ALM) had 15 attendees. Staffing challenges continue, with one retirement at ROS and another resignation at the Plover Branch (PLO). One new hire started at ROS and it is going well. PLO position has been posted. Summer Library Program (SLP) is gearing up.
4. **Circulation:** Dummy boxes are now being used for video games on the Hold Shelf. Personnel changes include on Circulation Aide leaving tomorrow and another retirement on May 31st. Glade met with all the STP Circulation staff to review meeting room and inter-library loan procedures as well as waiving fines and taking lost item payments. They also reviewed the updated Code of Conduct policy. New Horizons Book Club had 20 participants in April discussing *Remarkably Bright Creatures* by Shelby Van Pelt. In April, PCPL partnered with UWSP to celebrate Earth Week with a scavenger hunt. PCPL handed out little scroll poems for Poem in Your Pocket Day.
5. **Reference:** Book Adventures had 58 participants in April. Humor themed book display generated 180 check outs. Fax machine is still down.
6. **Technical Services:** The Law Library items are all cataloged, but a few still need labels. Wirth is weeding A/V for the annual Book Sale.
7. **Youth Services:** Youth Services (YS) hosted 47 events for 1,024 live attendees in April. Ozanich conducted interviews with Oathout to fill the ROS position. She visited Plover-Whiting Elementary on their Family Literacy Night where she interacted with 70 people. She attended a webinar on neurodivergent library workers. Book club took place during our big snow storm so they met via Zoom instead of at Grazies Italian Grill. Staff hosted a table at the Pregnancy Expo, which is held every few months at Aspirus Hospital, but unfortunately it was the night of the snow storm so attendance was low. Scavenger hunts had 230 participants this month, and both Lit Loot programs continue to be fully registered by the end of the day they begin. YS continues to have a lot of teen volunteers: this month YS had teens volunteer 11 times for a total of 35 ½ hours. Two weeks ago YS held a special Teen Late Night for the Teen Library Council members. They played hide-n-seek and other games, had pizza and snacks, and helped to pick out the loot for some of our summer Lit Loots. School visits start this week. No storytimes this month so staff can focus on visiting all the 5th – 9th graders in the County and prep for SLP. Staff either present to a room full of students or host a table in the cafeteria during lunch hours. Students can come up to the table to take a flyer, spin the prize wheel, and peruse books and pamphlets. So far there have been 15 visits to schools planned and three schools are hosting field trips at STP. Participant in the reading challenge will now get a special sticker as well as a book.

8. **Director Report and Statistics:** The Board agenda has been updated to match the new template from the County. Oathout went over the report provided in the meeting packet. April Statistics are not complete and March Statistics were included in the meeting packet.

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 public comment ordinance and the reasonable control of the Board President as set forth in Robert's Rules of Order. No public comment was given.

APPROVAL OF MEETING MINUTES of April 3, 2024

Freberg moved to approve the April 3, 2024 minutes. Martinez seconded the motion, which passed by voice vote.

DISCUSSION / POSSIBLE ACTION

Old Business

1. Discussion / Possible Action – Ad-Hoc Succession Plan Committee

Freberg reported that five applications have been received so far. Initial review of candidates will take place the week of May 20th with first round of interviews starting June 3rd. The first round of interviews will be on Zoom or phone and the second round will be in-person. Interview questions also need to be finalized. The next status update should include interviews, as well as next steps. The job listing was advertised on several job and Library sites. Tracie Miller volunteered to help with the interviews.

2. Discussion / Possible Action – Branch Lease Negotiations Update

The County has produced a draft of proposed leases for both the Stevens Point (STP) and Almond (ALM) Branches. The respective municipalities are looking over the drafts and will provide feedback soon.

3. Discussion / Possible Action – PCPL Safety and Security

The security guards are doing well and there has been a lower level of intense interactions. They will begin to use Security Logs to track incidents. Panic buttons have been installed at STP and the Plover Branch. They will be installed at ALM and the Rosholt Branch soon. County IT is looking at the current security cameras to see if they are compatible with the County system. Some requests from the security guards include better pictures of individuals that have been banned from PCPL, communication devices to contact law enforcement, and for the K-9 to make rounds through STP more often. PCPL will not be getting a Social Work Intern for the fall semester.

New Business

1. Discussion / Possible Action – PCPL Expectations

The Board reviewed the PCPL Expectations that were provided in the meeting packet.

2. Discussion / Possible Action – PCPL 2025 Budget

The Board reviewed the 2025 Budget information that was provided in the meeting packet.

Adjournment

Meeting adjourned by President Peterson at 5:37 pm.

Respectfully submitted,
Jamie Phillis, Office Supervisor