

PORTAGE COUNTY PUBLIC LIBRARY (PCPL)

Board of Trustees Regular Meeting

June 5, 2024

CALL TO ORDER

President Liz Peterson called the meeting to order at 4:32 p.m. at the Portage County Public Library (PCPL), Rosholt Branch at 137 N. Main Street, Rosholt, WI 54481 and via Zoom Meeting System. Trustees present: Amanda Freberg, Joan Honl, Nycole Martinez, and Shaun Przybylski. Members Excused: Elise Holzberger and Holly Petrillo. Library staff in attendance: Charles Danner, Laura Fuller, Eddie Glade, Larry Oathout, Nicole Ozanich, and Jamie Phillis. Others present either in-person or remotely: Nancy Foth and Tracie Miller – South Central Library System (SCLS).

ANNOUNCEMENTS AND CORRESPONDENCE

Suggestions from the public included a note from a patron that they love the Library. No other correspondence.

REPORTS

1. **Facilities:** The drop box flap of the book return at the Plover Branch (PLO) was repaired. PLO exterior siding had mold on the north side and was cleaned. The Stevens Point Branch (STP) had a large display case, small metal shelving unit, and atlas stand moved on the second floor to accommodate the new location for magazines. New window blinds were installed that the Almond Branch (ALM).
2. **Review Financials: Vendor Invoice Lists, Procurement Card, Budget Status.** Invoices were paid in the amount of \$4,860.53; May 6, 2024 Procurement Card statement total was \$7,125.86; 2024 year-to-date Budget Status Report was at 41.6% spent.
3. **Branch and Extension:** Branches held 32 programs for 522 participants in May. Staffing challenges continued with an open position and illnesses. A ukulele student came to the Rosholt Branch (ROS) social and did an impromptu sing along. Carol Kerske from STP will re-join staff at PLO, so the Branches are fully staffed just in time for Summer Library Program (SLP). Storywalks are up at all locations. ROS meeting room will be getting acoustic panels once a pattern is chosen.
4. **Circulation:** Kelly Howen started as a Circulation (Circ) Aide on Monday. Russ Haines retired and Carol Kerske transferred back to PLO. Glade is reviewing applicants for the open 28-hour Circulation Aide and Library Associate positions. He attended four sessions of the Wisconsin Association of Public Libraries conference on May 2nd. Glade met with both the Circ Desk staff and the Circ Aides on May 22nd and 23rd to learn about this year's SLP and review various procedures. New Horizons Book Club takes a break for the summer, but planning for the Central Wisconsin Book Festival in September continues. He attended the Circ session of the Integrated Library System (ILS) Vendor Demos by SirsiDynix and Polaris, where they showed how their online library database system works. They will be compared to the current system, LibLime's Bibliovation, over the next several months. He also attended meetings of the Circ Services Subcommittee and ILS Committee.
5. **Reference:** Book Adventures had 51 participants in May. Mentors themed book display generated 139 check outs. The propagation station is full. Fax machine is gone.
6. **Technical Services:** A collection box for Project Fresh Start will be set up soon and will run through August 12th. Wirth will be starting the process of going through all genealogy room items to make sure they are cataloged properly and giving everything an updated call number. She is still working on AV weeding for STP to be done for the summer book sale. Wirth participated in the ILS Evaluation demos as a representative for cataloging and acquisitions. Workgroup meetings are coming up this month to discuss what was in the demos.
7. **Youth Services:** Youth Services (YS) hosted 44 events for 2,125 live attendees in May. Most of the focus was on visiting schools to spread the word about SLP and planning and prepping for the program. Staff presented in schools 28 times and interacted with 1,650 students in the County, plus the extension staff visited some additional schools. Ozanich attended another webinar on creating an inclusive workspace for neurodivergent staff in libraries, this time from more of a manager perspective. In exploring disabilities and mental health in the workplace, one interesting resource came up about library staff experiencing perimenopause and menopause, so YS staff discussed ways to provide support. Staff have been working hard on the final touches of SLP, all while doing all normal duties like selecting materials to order, Lit Loot, book club, staff evaluations, a department meeting, etc. SLP officially begins Monday and will be kicking off the events with the Gaming Unplugged teen drop-in event. SLP flyers, reading challenges, stickers, and tag prizes were shared with the Board.
8. **Director Report and Statistics:** Oathout went over the report provided in the meeting packet. May Statistics are down about 3%, but ahead for the year by about 1.2%. April 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 May 1, 2024

Freberg moved to approve the May 1, 2024 minutes. Przybylski seconded the motion, which passed by voice vote.

DISCUSSION / POSSIBLE ACTION

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

Freberg reported there were two interviews held today and there will be two more next week for the first round. The second round will be in-person the week of June 24th. It will include a second interview, tours, presentation for staff and Board members, and lunch.

2. Discussion / Possible Action – Branch Lease Negotiations Update

The Village of Almond will vote on the ALM lease on June 10th. The STP lease proposal is still under review.

3. Discussion / Possible Action – PCPL Safety and Security

Oathout went over the report provided in the meeting packet.

4. 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 5:24 pm.

Respectfully submitted,
Jamie Phillis, Office Supervisor