

PORTAGE COUNTY PUBLIC LIBRARY (PCPL)

Board of Trustees Regular Meeting

July 3, 2024

CALL TO ORDER

President Liz Peterson called the meeting to order at 4:30 p.m. at the Portage County Public Library (PCPL), Almond Branch at 122 Main Street, Almond, WI 54909. Trustees present: Amanda Freberg, Elise Holzberger, Joan Honl, Nycole Martinez, Holly Petrillo, and Shaun Przybylski. Library staff in attendance: Laura Fuller, Eddie Glade, Larry Oathout, Nicole Ozanich, Jamie Phillis, and Alison Wirth. Others present: Chris Doubek.

ANNOUNCEMENTS AND CORRESPONDENCE

Suggestions from the public included a note from Creative Community Living Services of Stevens Point thanking staff for welcoming them into PCPL over the years, from checking out books to sitting in on storytimes and events; and a patron from Owen, WI that had a nice visit. The Annual Book Sale is coming up and help is needed on July 16th and 17th for set-up and also on July 22nd for take-down.

REPORTS

1. **Facilities:** No report.
2. **Review Financials: Vendor Invoice Lists, Procurement Card, Budget Status.** Invoices were paid in the amount of \$2,796.98; June 6, 2024 Procurement Card statement total was \$9,411.01; 2024 year-to-date Budget Status Report was at 49.1% spent.
3. **Branch and Extension:** Branches held 46 programs for 944 participants in June. The puppet show at the Plover Branch (PLO) had 115 attendees. Storywalk at the Rosholt Branch (ROS) moved from the local park to ROS lawn and has had much better statistics. The Almond Branch (ALM) had grades 3 through 5 for tours right before school let out. New acoustic tiles have arrived at ROS. Summer Library Program (SLP) will wrap up at the end of July, while prepping for Tater Toot book sale, and continuing to train new staff. Discussions are taking place around Tuesday morning staffing to ease the workload from being closed on Monday.
4. **Circulation:** The two open positions were filled with internal candidates, which opens up two other Circulation Aide positions. Training of new staff continues. Glade watched a Ryan Dowd webinar with a former Army psychologist and an expert in Post-Traumatic Stress Disorder. The Central Wisconsin Book Festival is in September and authors confirmed include David Wroblewski and Hannah Morrissey.
5. **Reference:** Adult Lit Loot had 48 participants. Book Adventures had 53 participants and 211 checkouts in June. The theme was Summer and Travel, the July theme is Hobby and Crafts.
6. **Technical Services:** AV weeding is complete for the book sale. Project Fresh Start collection box is out until the beginning of August. New Board Games have been arriving and are getting ready for the collection.
7. **Youth Services:** Youth Services (YS) hosted 35 events for 2,242 live attendees in June. SLP started on June 10th and it has been a great year so far. There have been 675 people registered for the Reading Challenges, 227 prizes have been picked up, and over 190,000 minutes of reading have been logged. Participation numbers for events has been solid. There were 54 people at storytime yesterday and Discovery Days have averaged 50 participants. While there seems to be a slight drop in the number of people, those in attendance stay for the entire event. YS staff were busy this week with summer school on break. Fall programming is being discussed. Saturday storytimes may continue and Manga & Anime Club for teens may be brought back to the schedule.
8. **Director Report and Statistics:** Oathout went over the report provided in the meeting packet. June statistics are down a bit.

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 June 5, 2024

Martinez moved to approve the June 5, 2024 minutes. Przybylski seconded the motion, which passed by voice vote.

DISCUSSION / POSSIBLE ACTION

1. **Discussion / Possible Action – Approval of Almond Branch Lease**
Freberg moved to approve the ALM Lease as distributed. Petrillo seconded the motion, which passed by voice vote.
2. **Discussion / Possible Action – PCPL Safety and Security**
Security is going well and there have been no major issues. There have been a few people sleeping and vaping in the building. The agency is looking to hire more guards.
3. **Discussion / Possible Action – PCPL 2025 Budget**
The Board reviewed the 2025 Budget information that was provided in the meeting packet. Oathout informed the Board that he would like to submit requests for additional positions to help relieve some of the pressure on current staff. Peterson thought it was a reasonable request. The Board agreed it would be good to submit the additional position requests.

4. Discussion / Possible Action – Changing Upcoming Meeting Locations

AV equipment has been upgraded in the meeting rooms at the Stevens Point Branch (STP) so the Board meetings could move back to STP. The October meeting used to be held at PLO, but the PLO meeting was moved to September due to Oathout's performance reviews. The new Director will be starting in September and the thought was moving the PLO meeting back to the traditional October meeting date.

Freberg moved to change the upcoming Library Board meeting locations from the County Annex to the STP Pinery room. Peterson seconded the motion, which passed by voice vote.

Martinez moved to change the September meeting back to STP and the October meeting back to PLO starting in 2024. Freberg seconded the motion, which passed by voice vote.

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

Interviews were held and the candidates that made it to the second round came for second interviews and presentations. Feedback is being collected on the form that was sent out. The team is ready to make a recommendation to the Board.

Enter into Closed Session pursuant to Wisconsin Statutes 19.85 (1)(c) for the purpose of considering employment, promotion, compensation or performance evaluation of any public employee over which the governmental body has jurisdiction or exercises responsibility, specifically to consider qualifications of and salary of candidate for Library Director position and candidate recommendation from the Succession Plan Committee.

A motion was made by Nycole Martinez, seconded by Joan Honl, to enter into Closed Session. The motion to enter into Closed Session approved by the following vote:

7 Yes: Amanda Freberg, Joan Honl, Elise Holzberger, Shaun Przybylski, Liz Peterson, Holly Petrillo, and Nycole Martinez.

0 No: None

0 Abstain: None

Reconvene to Open Session for the purpose of taking action on Closed Session item and approve the selection of Library Director.

A motion was made by Amanda Freberg, seconded by Shaun Przybylski, to reconvene to Open Session. Motion to reconvene to Open Session carried by voice vote, with no negative votes.

Nycole Martinez made a motion to offer the position of Library Director to the candidate recommended by the Ad-Hoc Succession Plan Committee. Elise Holzberger seconded the motion, which carried by voice vote.

Adjournment

Meeting adjourned by President Peterson at 5:33 pm.

Respectfully submitted,
Jamie Phillis, Office Supervisor