

PORTAGE COUNTY PUBLIC LIBRARY (PCPL)

Board of Trustees Regular Meeting

August 7, 2024

CALL TO ORDER

President Liz Peterson called the meeting to order at 4:30 p.m. at the Portage County Public Library (PCPL), 1001 Main Street, Stevens Point, WI 54481. 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, and Jamie Phillis. Others present: John Pavelski – County Executive, and Alexander Johnson – future PCPL Director.

ANNOUNCEMENTS AND CORRESPONDENCE

A thank you note was received from the United Way of Portage County for the Stevens Point Branch (STP) being a drop-off site for the Community Diaper Drive.

REPORTS

1. **Facilities:** The Branches are changing to fiber cable for internet to increase speed. Almond (ALM) and Plover (PLO) Branches were completed last week and Rosholt Branch (ROS) work began, but was not completed. The hearing loop in the Pinery Room at STP is working again.
2. **Review Financials: Vendor Invoice Lists, Procurement Card, Budget Status.** Invoices were paid in the amount of \$1,164.56; July 8, 2024 Procurement Card statement total was \$8,487.56; 2024 year-to-date Budget Status Report was at 57.5% spent.
3. **Branch and Extension:** Branches held 45 programs for 724 participants in July. The Almond Tator Toot tent and book sale went well. The ROS social had guests Mike Wiza, Stevens Point Mayor, and Janet Zander, Greater Wisconsin Agency on Aging Resources. Zander presented on advocating for the elderly. The PCPL Pop-Ups, currently in three locations, are now reported on in the monthly statistics as part of the Extension Services. Fuller and Oathout had a meeting with Kate Giblin from the Aging, Disability, and Resource Center (ADRC). She wrote and received a grant to create a group to go to rural locations to connect them with existing resources primarily located in the City of Stevens Point. Fuller is looking into permanent kiosks for the StoryWalk at PLO. ROS will hold a book sale during the fair. ALM will become a United Way diaper distribution site as part of the Community Diaper Drive. Sound barriers were installed in the ROS meeting room.
4. **Circulation:** Two Circulation Aides have been hired. Training of new staff continues. Glade continues promotion and marketing efforts for the Central Wisconsin Book Festival. The Circulation Services Subcommittee met July 9th and recommended that libraries can waive any charges older than January 1, 2010 for their home patrons, regardless of where the charge was placed, and at their discretion. The ILS Subcommittee met August 7th and reviewed and approved recommendations from subcommittees.
5. **Reference:** Book Adventures had 44 participants and 109 checkouts in June. The theme was Hobbies and Crafts. The 40-hour Library Specialist position in the Reference Department is open due to a staff resignation. The position has been posted.
6. **Technical Services:** The book sale was much smaller than usual, but more items were sold. The Amazon Wish List is up and running for people to purchase a book to donate to PCPL. Project Fresh Start wraps up next week.
7. **Youth Services:** Youth Services (YS) hosted 37 events for 2,397 live attendees in July. There were 46 teens having fun at the Teen Late Night last Friday, which is the largest attendance yet. The bulk of Summer Library Program (SLP) events have ended. There is Lit Loot this week and next and Literary Amazing Reads event will be held in a few weeks. The Teen Library council starts up again in a couple weeks. The Summer Reading Challenges are still going strong until the end of August. Currently, there are 756 people registered for the challenges, and over 427,000 minutes of reading have been logged. Prizes have been redeemed by 49 adults and 429 books and other prizes have been handed out to kids and teens. Most fall programs have been planned, they include: Baby and Family storytimes, Manga and Anime Club for Teens once a month, and Literally Amazing Reads community/family book club. Swim Into Stories at the YMCA may be discontinued due to communication, staff and equipment are not ready for us, and it is hard to yell storytime to a large crowd in a loud and hot environment. Ozanich received a call this week requesting YS to visit Headstart and provide storytimes to their five classrooms. Staff has done this in the past, but the concern is overloading YS staff, since they already have a full plate, and the ability to schedule it. Ozanich is working on ordering a baby changing station for the countertop currently provided, along with two seats for toddlers that would be installed in each YS restroom.
8. **Director Report and Statistics:** Oathout went over the report provided in the meeting packet. PCPL Staff Day preparations are underway for the August 15th meeting. Jess Bowers from UWSP will lead a program on Public Library staff trauma due to aggressive patron behavior. The County and City has approached Oathout with a request to have PCPL be a Narcan distribution location. He asked the Board to think about whether or not they would like PCPL to participate and it will be on a future agenda. Physical checkouts are still down a bit compared to 2023, but July was the best month in almost two years. Overall, total circulation is up compared to this point last year.

Przybylski had to leave at 5:20pm and stated he would accept a nomination to be appointed to the PCPL Foundation Board of Directors, which is later on the agenda.

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 July 3, 2024

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

DISCUSSION / POSSIBLE ACTION

1. Discussion / Possible Action – Approval of PCPL 2025 Budget

The Board reviewed the 2025 Budget information that was provided in the meeting packet. The new position request was submitted.

Holzberg moved to approve the PCPL 2025 Budget as distributed. Freberg seconded the motion, which passed by voice vote.

2. Discussion / Possible Action – PCPL Safety and Security

Security has been budgeted for another year through the Facilities budget. Discussions are taking place to move the location of the security guard from the main desk to over by the Rotary Room. There have been no major crisis and having a guard at STP has been well received.

3. Discussion / Possible Action – Appointment of a PCPL Board of Trustees Member to the PCPL Foundation Board of Directors (to replace Chris Doubek)

Peterson made a motion to appoint Shaun Przybylski to the PCPL Foundation Board of Directors. Freberg seconded the motion, which passed by voice vote.

Adjournment

Meeting adjourned by President Peterson at 5:58 pm.

Respectfully submitted,
Jamie Phillis, Office Supervisor