

PORTAGE COUNTY PUBLIC LIBRARY (PCPL)

Board of Trustees Regular Meeting

October 2, 2024

CALL TO ORDER

President Liz Peterson called the meeting to order at 4:30 p.m. at the Portage County Public Library (PCPL) Plover Branch at 2151 Roosevelt Drive, Plover, Wisconsin 54467. Trustees present: Amanda Freberg, Elise Holzberger, Joan Honl, Nycole Martinez, and Shaun Przybylski. Member excused: Holly Petrillo. Library staff in attendance: Charles Danner, Laura Fuller, Eddie Glade, Alexander Johnson, Nicole Ozanich, Jamie Phillis, and Alison Wirth.

ANNOUNCEMENTS AND CORRESPONDENCE

Patron suggestion for a metal plate to be installed on the men's room door at the Stevens Point Branch (STP) where people push on the door because the paint is wearing off. It will involve a discussion with the Facilities Department

REPORTS

1. **Review Financials: Vendor Invoice Lists, Procurement Card, Budget Status.** Invoices were paid in the amount of \$1,663.13; September 6, 2024 Procurement Card statement total was \$6,946; 2024 year-to-date Budget Status Report was at 71.8% spent.
2. **Branch and Extension:** Branches held 46 programs for 614 participants in September. Staff participated in the Almond Back to School night with many interactions at the library table. Book clubs are thriving at all locations. Almond Branch (ALM) has always had great participation in their book club, the Rosholt Branch (ROS) has a core group and the discussion is incredible, and the Plover Branch (PLO) had an all-time high of 12 participants last month. Fuller and Johnson have been busy interviewing for the open ROS Library Associate position. The United Way Diaper Distribution at ALM has gone over well, eight people stopped in to pick up diapers for 12 children. They were all new to ALM.
3. **Circulation:** One Circulation Aide (CA) has been hired, Anissa Zaske, She previously worked at STP a few months ago and left for an internship. Another CA resignation was received and the hope is to choose another candidate from the existing pool. Glade has been assisting Danner with interviews for the open Reference Library Specialist position. There were a total of 178 attendees at the five STP events for the Central Wisconsin Book Festival. New Horizons Book Club had 9 people attending two sessions last month. The Integrated Library System (ILS) Subcommittee met October 2nd and discussed alternate ways of routing holds through the delivery system to possibly speed up the process and also reviewed the progress of the ILS Evaluation. There have been two in-person site visits to see other vendors' library software products in action, and South Central Library System (SCLS) is planning more virtual visits with libraries that are outside of Wisconsin.
4. **Reference:** Book Adventures had 40 participants and the book display, Sci-Fi, generated 85 checkouts. The propagation station has one plant. Chad Dally was hired for the 40-hour Library Specialist position in the Reference Department. He currently works at the Marathon County Public Library as a Library Specialist.
5. **Technical Services:** Wirth is working on sorting items in the Genealogy room. More Board Games were received and are being processed for circulation. They will be added to Board Game Geek right before going on the shelves.
6. **Youth Services:** Ozanich went over 2024 Summer Library Program (SLP) highlights and statistics. This was the fifth summer using Beanstack and patrons from all branches appreciate the convenience of logging through the app. Overall, participation was up, but individual program attendance was down a bit. Scavenger hunts were up by 200 people. Reading clubs had 611 kids and teens enrolled, which is down 18 from 2023. The percentage of those that earned prizes and participated increased to 60%. There were 646 prize books distributed, which is a 92% redemption rate and 50 more than last year. Participants logged 534,003 reading minutes, which is 44,000 more than last year, but the reading challenges were open an extra month this year. STP hosted 95 events for kids and teens in June and July, 14 more than 2023, with 5,681 participants, 269 more than last year. All Branches combined; PCPL hosted 179 events for 7,380 participants. Youth Services (YS) hosted 36 events for 862 attendees in September. YS hosted the first Manga and Anime Club with 11 participants. Teen Library Council is off to another strong start with 18 attending the first meeting and 27 attending the first school year meeting. YS launched the new Literally Amazing Reads event yesterday. October will be busy with only five event-free days. One of the YS part-time employees will be on leave for at least six weeks. Ozanich has ordered the baby changing station and two child protection seats for the restrooms. Facilities will install them upon arrival. She is working on weeding the Young Adult collection and has other projects waiting such as updating and new booklists, the annual Best of the Year lists, and redoing the shelving labels for many YS collections.
7. **Director Report and Statistics:** Johnson went over the report provided in the meeting packet. He will be meeting with SCLS to learn more about Library Law and how the Library Board is different from other bodies. It is not a committee of the County Board, but has County Board members on it. He received a call from SCLS this morning that they need a Public Library Service Plan by the end of October. It was too late to meet posting requirement to put it on the agenda for tonight's meeting, so a special meeting is being requested. It can be a continuation of last year's plan. The Board set a virtual only meeting for October 9, 2024 at 4:30pm. There have been issues with the Main Street door latch at STP and are working through resolutions with the Facilities Department. Some concerns have arisen with activity within the tunnel and alcove areas that are adjacent to STP. Johnson is working to resolve the issues with multiple parties. It would be helpful to have more Facilities staff dedicated to the Library. He asked the Board to let him know if there specific topics and statistics they would like reported at future meetings.

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 September 4, 2024

Martinez moved to approve the September 4, 2024 minutes. Freberg seconded the motion, which passed by voice vote.

DISCUSSION / POSSIBLE ACTION

1. Discussion / Possible Action – PCPL Safety and Security

Johnson discussed procedures with the security guard such as patrols and responses. He spoke with the Facilities Director about funding and other options for security in 2025. There is a variety of opinions regarding STP housing Narcan. There has not been a need for it previously. He recommended that Narcan be kept in or near the AED cabinets. The Board agreed and asked Johnson to implement it as operational.

2. Discussion / Possible Action – PCPL 2024 Winter Holiday Schedules

Honl made a motion to approve the PCPL 2024 Winter Holiday Schedule as presented. Przybylski seconded the motion, which passed by voice vote.

3. Discussion / Possible Action – Appointment of Committee for Library Director Performance Evaluation

Petrillo previously sent an email to volunteer since she shadowed last time. Martinez volunteered to shadow Petrillo for the 3-month probationary evaluation. Peterson will confirm with the Human Resources Department that a 3-month evaluation can be waived and the Board can wait to submit 6-month, 9-month, and 12-month probationary evaluations.

Holzberger made a motion to appoint Holly Petrillo and Nycole Martinez as the Committee for the first Library Director Performance Evaluation whether it is at 3-months or 6-months. Freberg seconded the motion, which passed by voice vote.

Adjournment

Meeting adjourned by President Peterson at 5:38 pm.

Respectfully submitted,
Jamie Phillis, Office Supervisor