

PORTAGE COUNTY PUBLIC LIBRARY (PCPL)

Board of Trustees Regular Meeting

November 6, 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: Elise Holzberger, Joan Honl, Nycole Martinez, Holly Petrillo, and Shaun Przybylski. Member excused: Amanda Freberg. Library staff in attendance: Laura Fuller, Eddie Glade, Alexander Johnson, Nicole Ozanich, Jamie Phillis, Deb Roloff, and Alison Wirth. Others present: Johns Pavelski – Portage County Executive, Nancy Foth, and Nat Rentfrow and Savannah Sullivan – Teen Library Council.

CORRESPONDENCE

Patron suggestions to move the security guard to the second floor, which had already been done; a request for the PCPL budget to be increased and the Stevens Point Branch (STP) to be open more hours; and another request to expand weekend hours at STP.

PRESENTATION

1. **Teen Library Council:** Deb Roloff, Youth Services Library Specialist, introduced herself and explained her role with the Teen Library Council (TLC). Nat Rentfrow and Savannah Sullivan introduced themselves and presented information on the TLC.

REPORTS

1. **Review Financials: Vendor Invoice Lists, Procurement Card, Budget Status.** Invoices were paid in the amount of \$2,772.17; October 7, 2024 Procurement Card statement total was \$9,787.79; 2024 year-to-date Budget Status Report was at 82.3% spent.
2. **Branch and Extension:** Branches held 47 programs for 755 participants in October. The Glow Party was held during trick-or-treating at the Almond Branch (ALM) had 142 attendees and the Plover Branch (PLO) Glow Party had 77 attendees. Glow activities included the Balloon Keepy Uppy, Floor is Lava, Glowing Slime, and a Glowing Dragonfly craft. A puzzle social will begin at PLO on one Saturday per month. New hire, Brianna Peterson, previously worked at PLO in 2018 through 2019 and training is going well. Upcoming, staff will be establishing a fourth PCPL Pop-up in Family Court, as well as attending a workshop at Sentry focused on Rural Community Connections.
3. **Circulation:** One Circulation Aide (CA) has been hired, Anika Buechel. Along with training new hires on Circulation procedures, Glade has been giving them the chance to watch some of the homelessness and de-escalation webinars. New Horizons Book Club had 16 people attending two sessions last month. Glade continues to update South Central Library System (SCLS) and Envisionware on the first floor self-checkout kiosk, which still crashes much more often than the other self-checks.
4. **Reference:** Newly hired Library Specialist, Chad Dally, started in the Reference Department.
5. **Technical Services:** Holiday Book Buy is in the beginning phases. Wirth is working on end-of-year spending and collaboration with the Stevens Point Area Genealogical Society. Karyn Tank will be retiring after 40 years of service to PCPL.
6. **Youth Services:** Youth Services (YS) hosted 39 events for 1,019 attendees in October. YS hosted a table at the Pregnancy Expo at Aspirus Hospital and interacted with 21 people. UWSP Family Day was October 5th, and Ozanich collaborated with their Student Engagement Coordinator to provide something special. Staff made a UWSP themed scavenger hunt and UWSP advertised PCPL storytimes to their families. Staff is looking at ways to bring a book club to the Teen Library Council meetings, without running into the attendance issues of the previous more standard teen book club. Staff will come up with a theme each month, the teens can choose from multiple titles and copies of the books provided (or find their own), and the entire group will booktalk their books at the following meeting. One part-time staff member is on leave until at least December, and yesterday was the last day of another staff member. YS is extremely short-staffed for the next month. Only one event has been cancelled so far and hopefully that will be the only cancellation. This month's Lit Loot theme is FUN-gi Reads, Scavenger Hunt is science themed, and Between Reads Book Club discussed the Final Girls themed book last night. The next discussion will be a Jane Austen reimagined one.
7. **Director Report and Statistics:** Johnson went over the report and statistics provided in the meeting packet. He will be taking a different approach to the monthly reporting of statistics going forward. All data will still be collected for the Annual Report, but presented differently at the Library Board 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 October 2, 2024 and October 9, 2024

Przybylski moved to approve the October 2, 2024 and October 9, 2024 minutes. Honl seconded the motion, which passed by voice vote.

DISCUSSION / POSSIBLE ACTION

1. **Discussion / Possible Action – PCPL Safety and Security**

It is unknown if the current security company contract will be renewed for 2025. Other options are being discussed. Funding for security was approved in the Facilities Department budget.

2. Discussion / Possible Action – Review Hours of Operation at all Branches

In order to expand hours at any of the Branches, more money would be needed in the PCPL budget to fund additional staff. This item is on the Library Board Policies timetable for the month of November, it may make more sense for it to be considered during budget discussions. The current hours make sense. Expanding the hours would make it more difficult for sufficient coverage and would burden current staff.

3. Discussion / Possible Action – PCPL 2025 Meeting Dates and Holiday Schedule

Johnson asked if the Board would like to change which Wednesday of the month they meet for 2025. The statistics often have a one month lag due to when the Board meets and data not being available. The Board asked for a survey to be sent asking members which Wednesday they prefer. A poll will be sent and a decision made at the next meeting.

Martinez made a motion to approve the 2025 Holiday Schedule as presented. Przybylski seconded the motion, which passed by voice vote.

4. Discussion / Possible Action – PCPL Code of Conduct Policy

Honl made a motion to approve the revision to the PCPL Code of Conduct Policy as presented. Petrillo seconded the motion, which passed by voice vote.

Adjournment

Meeting adjourned by President Peterson at 5:30 pm.

Respectfully submitted,
Jamie Phillis, Office Supervisor