

PORTAGE COUNTY PUBLIC LIBRARY (PCPL)

Board of Trustees Regular Meeting

December 4, 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, Joan Honl, Nycole Martinez, Holly Petrillo, and Shaun Przybylski. Member excused: Elise Holzberger. Library staff in attendance: Charles Danner, Laura Fuller, Eddie Glade, Alexander Johnson, Nicole Ozanich, and Jamie Phillis. Others present: William Hlavac and Sam Lang.

CORRESPONDENCE

Patron thank you for all PCPL provides.

REPORTS

1. **Review Financials: Vendor Invoice Lists, Procurement Card, Budget Status.** Invoices were paid in the amount of \$245.25; November 6, 2024 Procurement Card statement total was \$9,725.67; 2024 year-to-date Budget Status Report was at 86.1% spent.
2. **Branch and Extension:** Branches held 48 programs for 588 participants in November. At the Almond Branch (ALM), a middle school English teacher is bringing their classes over monthly. They browse; use Overdrive, and just about every aspect of the Library. It has been going well. At the Rosholt Branch (ROS), Sign Pro installed tinted film on one set of windows to protect the book spines from fading. Fuller attended the Rural Community Connections Conference on increasing social connections. In trying to increase PCPL presence in Junction City, a fifth PCPL Pop-Up was established at Kennedy Elementary Daycare Center. Staff is also looking to establish a Senior Delivery site in Junction City.
3. **Circulation:** Glade met with Circulation Desk lead staff on November 11th and attended the Extension meeting at the Plover Branch (PLO) on November 14th. New Horizons Book Club had 14 participants over two sessions last month. Circulation Services meeting was November 12th. They discussed adding DVDs to the list of possible items for Local Holds, the importance of changing passwords frequently, and a new patron category to be used for residents of counties outside of the South Central Library System (SCLS). ILS Committee meeting was December 4th. They reviewed reports from subcommittees and SCLS staff. Amherst's go-live date for joining LINKcat catalog has been pushed back to January 2nd. Staff has been working hard to prepare the Stevens Point Branch (STP) serials order for next year.
4. **Reference:** Book Adventures had 37 participants. Book display theme was Best Sellers, with 137 checkouts. Staff is getting ready to transition the ILL from in-house to SCLS. That will free up staff time for other services.
5. **Technical Services:** Holiday Book Buy is up and running and has been popular already.
6. **Youth Services:** Youth Services (YS) hosted 43 events for 1,013 attendees in November. Interviews for the open YS position are almost complete and the staff member on medical leave should return next week. Ozanich met with a UWSP Library internship student who shadowed her for a project. Literally Amazing Reads celebration event, cozy themed, was held December 2nd. The next one will start January 2nd. Staff often collaborates with organizations looking for adapted tasks for students with disabilities to build skills. Last semester, a high school student helped pack the Lit Loot bags and currently, a young lady has been visiting weekly to wash toys. The annual Gingerbread House making event is coming up and has been advertised for all four Branches. Lit Loot theme is DONUT Stop Reading and scavenger hunt is gingerbread house themed. Between Reads discussed a Jane Austen themed book and will next read two Printz Award contenders.
7. **Director Report and Statistics:** Johnson went over the report and statistics provided in the meeting packet. Detailed statistics will be in the upcoming DPI Annual Report.

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. William Hlavac introduced himself. He is the new liaison between the Finance Department and PCPL. No public comment was given.

APPROVAL OF MEETING MINUTES of November 6, 2024

Honl moved to approve the November 6, 2024 minutes. Petrillo seconded the motion, which passed by voice vote.

DISCUSSION / POSSIBLE ACTION

1. **Discussion / Possible Action – PCPL Safety and Security**
A security contract for next year is being discussed.
2. **Discussion / Possible Action – PCPL Board of Trustees 2025 Meeting Dates**
Martinez made a motion to approve holding the 2025 Board of Trustees meetings on the third Wednesday of the Month. Przybylski seconded the motion, which passed by voice vote.
3. **Discussion / Possible Action – PCPL Meeting and Study Room Policy Revision**
Przybylski made a motion to approve the revision to the PCPL Meeting and Study Room Policy as presented. Martinez seconded the motion, which passed by voice vote.

Honl suggested a future agenda item on PCPL utilizing volunteers.

Adjournment

Meeting adjourned by President Peterson at 5:17 pm.

Respectfully submitted,
Jamie Phillis, Office Supervisor