

PORTAGE COUNTY PUBLIC LIBRARY (PCPL)

Board of Trustees Regular Meeting

January 15, 2025

CALL TO ORDER

President Liz Peterson called the meeting to order at 4:33 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, Alexander Johnson, Nicole Ozanich, and Jamie Phillis. Others present: Neil Prendergast.

CORRESPONDENCE

Patron had a good experience; thank you for internet access and a request to provide Chat GPT; request for better air fresheners in the restrooms; request to stay open later; Holiday cards were received; and a thank you to the librarians for being so nice.

REPORTS

1. **Review Financials: Vendor Invoice Lists, Procurement Card, Budget Status.** Invoices were paid in the amount of \$13,150.13; December 6, 2024 Procurement Card (P-Card) statement total was \$13,616.038, December 31, 2024 P-Card statement total was \$5,991.91, and the January 6, 2025 P-Card statement total was \$3,161.17, however, those 2025 charges will be moved back to 2024 expenses; 2024 year-to-date Budget Status Report (YTD BSR) was at 97.3% spent and the 2025 YTD BSR was at 4.3% spent.
2. **Branch and Extension:** Branches held 37 programs for 570 participants in December. Noon Year's Eve party at the Plover Branch (PLO) had 101 attendees. Staff visited 4K programs at local schools in Rosholt and Almond, as well as Plover HeadStart. Recovering from the Holidays takes time as there were 13 bins to process from delivery the day after Christmas and 15 bins the day after New Year's. It has remained busy ever since. Fuller is preparing for the Rural Community Connection events. She shared the February calendar of events.
3. **Circulation:** Janet Schroeder, Circulation Library Specialist, is retiring January 24th. PCPL is thankful for her many years of service, as she has been a foundation of the Circulation Department providing invaluable knowledge of procedures, as well as guidance to staff. On December 18th, Glade held two sessions with Circulation staff to review payment procedures. New Horizons Book Club had 14 attendees in December and 17 people attended two sessions in January. The ILS Evaluation and Circulation workgroups reviewed the comments and rating from the vendor demos. Circulation Services worked to revise the system-wide guidelines for registering new patrons. Envisionware sent a replacement CPU for the Self-Checkout Kiosk that has had many crashes over the past four years. It is now consistently working as expected.
4. **Reference:** Staff continues to answer technical questions and the propagation station is propagating. Book Adventures had 33 participants in December, 576 people participated for the year. Book display theme was Best Seller, which led to 146 checkouts. ILL transition to South Central Library System (SCLS) is going well, with a few things to work out. This will save on staff time. The microfilm scanner is having issues and a replacement may be needed in the future.
5. **Technical Services:** Holiday Gift Buy wrapped up and all items were sold at all Branches. Karyn Tank completed the 2024 ordering and retired on January 3rd after 40 years. Stacy Cisewski, current Technical Services Library Specialist, is transitioning to Tank's position and has begun SCLS training modules to help her become more familiar with GetIt. Interviews for the position Stacy vacated will begin soon.
6. **Youth Services:** Youth Services (YS) hosted 28 events for 826 attendees in December. The open YS Library Associate position has been filled and Oliver Cunningham officially started on January 13th. The Annual Gingerbread House event was a huge success. Two sessions were held at the Stevens Point Branch (STP) with a total of 138 participants. The Literally Amazing Reads Celebration event went well, even with a small attendance of 11 people. There were 61 people registered and reading the books. The new event kicked off on January 2nd, called "Words, Beautiful Words," and featured books in verse. There are nine people registered and reading so far, and more that have checked out the books, but not registered yet. This month, the Lit Loot theme is space, Scavenger Hunt is party themed, and Between Reads Book Club discussed the Printz Award themed books and received the Greek Mythology themed book for the next read.
7. **Director Report and Statistics:** Johnson went over the report and statistics provided in the meeting packet.

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. Neil Prendergast expressed an interest in additional open hours for STP.

Honl left at 5:42pm.

APPROVAL OF MEETING MINUTES of December 4, 2024

Przybylski moved to approve the December 4, 2024 minutes. Petrillo seconded the motion, which passed by voice vote.

DISCUSSION / POSSIBLE ACTION

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

The current contract with security has been extended through March 2025 and discussions are taking place on what to do afterwards.

Holzberger left at 5:52pm.

2. Discussion / Possible Action –2024 PCPL Budget Carryover Request

Final 2024 Budget numbers will be provided at the next meeting, after all 2024 expenditures have been updated.

3. Discussion / Possible Action – PCPL Volunteers

No discussion.

4. Discussion/Possible Action Re: Special Meeting Attendance (Portage County Ordinance 3.1.47 & 3.1.48)

- Request for special meeting attendance
- Approval of attendance of special meetings
- Special meeting attendance reports

Request for special meeting attendance – Joan Honl would like to attend the Wisconsin Library Association Library Legislative Day on Tuesday, February 11, 2025.

Przybylski made a motion to approve the special meeting attendance request from Honl. Martinez seconded the motion, which passed by voice vote.

Adjournment

Meeting adjourned by President Peterson at 5:58 pm.

Respectfully submitted,
Jamie Phillis, Office Supervisor