

PORTAGE COUNTY PUBLIC LIBRARY (PCPL)

Board of Trustees Regular Meeting

February 19, 2025

CALL TO ORDER

President Liz Peterson called the meeting to order at 4:31 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. Trustee excused: Amanda Freberg. Library staff in attendance: Charles Danner, Laura Fuller, Eddie Glade, Alexander Johnson, Nicole Ozanich, Jamie Phillis, and Alison Wirth.

CORRESPONDENCE

Patron requesting more open hours at the Stevens Point Branch (STP), as well as more security patrols.

REPORTS

1. **Review Financials: Vendor Invoice Lists, Procurement Card, Budget Status.** Invoices were paid in the amount of \$6,537.37; February 6, 2025 Procurement Card (P-Card) statement total was \$1,618.57; 2025 year-to-date Budget Status Report (YTD BSR) was at 10.9% spent.
2. **Circulation:** After many interviews, Jen Bolman has been hired as the new full-time Library Specialist in Circulation (Circ). She is currently a Library Associate in the Circ Department and will begin her new duties next week Monday. On January 19th, Glade reviewed check out and check in procedures with all of the Circ Aides. He also met with all the current Circ Desk staff members on January 20th. New Horizons Book Club had 16 people attending two sessions in February. Glade met with the Central Wisconsin Book Festival Committee on February 13th. On February 5th, the ILS Committee met and approved DVDs as a possible format for Local Holds. Also on February 5th, the ILS Evaluation Lead Workgroup prepared its final report for the South Central Library System (SCLS) Administrative Council. On January 27th, Glade gave a library tour to a job seeker looking to see what different jobs in our community require. **Branch and Extension:** Branches held 44 programs for 491 participants in January. The highlight program was the Pizza Party, which had 25 participants that enjoyed making real and pretend pizzas. Tomorrow night, the Plover Branch (PLO) will be hosting the UWSP Herpetology Society. There will be snakes and cold blooded critters to see, and staff will be serving hot chocolate. There are 200 people interested in the event, so tickets have been made to distribute on a first-come first-served basis. Fuller worked with Tim Drexler from SCLS to generate her statistics spreadsheets into charts and graphs for each branch. Jung donated over \$1,000 worth of seeds to the PCPL Seed Libraries. Staff and volunteers are repackaging, relabeling and getting ready to distribute the seeds at all branches. Rosholt Rural Community Connection (RCC) was last Saturday at the Lions Camp in Rosholt. The weather was a factor in attendance, but there were about 30 different interactions with people. They talked about what the Library is doing in the community and introduced the concept of Overdrive and Libby. Almond-Bancroft (RCC) is this Saturday. March event flyers were shared with the Board. **Reference:** Book Adventures had 45 participants in January. Book display theme was Patron Favorites which led to 192 checkouts. A Landlord/Tenant Rights and Responsibilities program was held in January with the Department of Agriculture, Trade, and Consumer Protection (DATCP), which had 12 attendees. **Technical Services:** Staffing changes include Stacy Cisewski transitioned to the acquisitions position and is doing well. She is getting comfortable with ordering. Interviews were completed for the position Cisewski vacated and will be filled by Sumi Schauer, currently a Reference Library Specialist. Youth Art Month will take place in March, so student art will be hanging around STP. **Youth Services:** Youth Services (YS) hosted 46 events for 1,007 attendees in January. January was filled with normal events plus training of the newest staff member. The painting Teen Late Night went well with 13 participants. Book club had 17 participants. Beanstack, the online software for Reading Challenges, makes its own challenges in collaboration with authors and organizations like NASA. YS made some of them available to patrons, with no prizes, to encourage fun reading. In the month of January, since these opened up, 218 people have registered and over 1,500 books have been read. The Youth Media Awards were announced on January 27th. YS had a team meeting yesterday and mostly decided on the outline of summer events, while also making plans for visiting schools in the month of May to provide presentations and booktalks. Summer Library Program planning will occupy most YS time now into the summer. This month's Lit Loot theme is Wild Weather, Scavenger Hunt is polar themed, and Between Reads Book Club is now reading an airport themed book.
3. **Director Report and Statistics:** Johnson went over the report and statistics provided in the meeting packet. In regard to funding per capita, PCPL is ranked 359 out of 381 Wisconsin libraries, 8 out of 9 consolidated county libraries in Wisconsin, and 52 out of 53 SCLS libraries.

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 January 15, 2025

Przybylski moved to approve the January 15, 2025 minutes. Petrillo seconded the motion, which passed by voice vote.

DISCUSSION / POSSIBLE ACTION

1. **Discussion / Possible Action – PCPL Safety and Security**
No discussion.

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

Johnson met with PCPL Finance Department liaison to discuss last year's carryover request and how to handle this year's request. Carryover requests are due March 25th, so he would like to gather more information and bring the topic back to the March meeting.

3. Discussion / Possible Action – PCPL Volunteers

Honl would like to know how the Board feels about utilizing volunteers and staff experiences with working with volunteers. Fuller has had both positive and negative experiences with volunteers. Volunteer tasks are boring and not all volunteers want to do those tasks. Ozanich finds it hard to give volunteer tasks that do not take away from staff duties.

Holzberger left at 5:30pm.

4. Discussion / Possible Action – WI Department of Public Instruction Public Library Annual Report

Johnson went over the draft DPI Annual Report that was included in the packet. He asked for permission to have the Board President sign the finalized version once it is complete and it will be brought to the full Board for review at the next meeting.

Martinez made a motion for Peterson to review and sign the completed Annual Report, with Board review in March. Petrillo seconded the motion, which passed by voice vote.

5. Discussion / Possible Action – PCPL Hours of Operation

Johnson collected data on how much it would cost STP to return to pre-Covid hours of Monday through Thursday 9am to 8pm, Friday 9am to 6pm, and Saturday 9am to 5pm. The cost for Library services would be approximately \$185,000. Other unknown costs would be for Facilities, utilities, custodial services, and security. There may be other ways to direct additional funding that would gain more value, such as directing it towards the rural locations. This amount is the minimum to maintain the level of low bandwidth STP is at currently.

6. Discussion / Possible Action – PCPL Board of Trustees March Meeting Date

The Board kept the previously scheduled meeting date of March 19, 2025.

7. 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

Approval of Special Meeting Per Diem – Expense Report was presented for Joan Honl attending the Wisconsin Library Association Library Legislative Day on Tuesday, February 11, 2025. Honl reported it was well organized, a great opportunity to meet with State Representatives and Senators, and she appreciated being able to attend.

Martinez made a motion to approve the Special Meeting Per Diem – Expense Report from Honl. Petrillo seconded the motion, which passed by voice vote. Honl abstained from the vote.

Adjournment

Meeting adjourned by President Peterson at 5:47 pm.

Respectfully submitted,
Jamie Phillis, Office Supervisor