

PORTAGE COUNTY PUBLIC LIBRARY (PCPL)

Board of Trustees Regular Meeting

March 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: Amanda Freberg, Joan Honl, Nycole Martinez, Holly Petrillo, and Shaun Przybylski. Trustee excused: Elise Holzberger. Library staff in attendance: Ben Cisewski, Laura Fuller, Eddie Glade, Alexander Johnson, and Alison Wirth. Others: Mark Cooper, John Pavelski – Portage County Executive.

CORRESPONDENCE

Patron concerned about the long runner rug at the top of the stairs on the 2nd floor at the Stevens Point Branch (STP), it bunches up and causes a tripping hazard. The rug has been removed.

REPORTS

1. **Review Financials: Vendor Invoice Lists, Procurement Card, Budget Status.** Invoices were paid in the amount of \$39,587.87; March 6, 2025 Procurement Card (P-Card) statement total was \$5,339.30; 2025 year-to-date Budget Status Report (YTD BSR) was at 17.6% spent.
2. **Branch and Extension:** Branches held 50 programs for 752 participants in February. The Cold Blooded Critters with Hot Chocolate event had 98 attendees. Plover Branch (PLO) book club, Reflections, had 16 attendees. Staff had tables of PCPL information at Almond and Junction City Rural Community Connections. Programming needs were discussed with a group of Homeschooling individuals while they were using the meeting room at PLO for a six week collaborative teaching event. Storywalk displays are being delivered to PLO soon and an Eagle Scout and Plover Village Buildings and Grounds will install. Staff shortages due to illness and vacations. Thanks to other departments for covering the Almond Branch (ALM) during this time. **Circulation:** In the process of hiring for the open Library Associate position. New Horizons Book Club had 20 people attend two sessions. Staff has created a few new "Readalike" brochures, including one for fans of Kristin Hannah and another for fans of Longmire. Circulation Services Subcommittee meeting was held March 11th to discuss procedures for noting damage on other libraries items and recordkeeping for patrons who do not live in our counties year-round, such as students and snowbirds. Glade and Jacques attended the Rural Community Connections even in Junction City on March 8th and had a Library table and talked with 68 different people about PCPL services. **Reference:** Book Adventures had 37 participants in February. Book display theme was Blind Date with a Book which led to 124 checkouts. The Underground Railroad program had 10 attendees. The microfilm machine is working at the moment, but may need to be replaced in the future. **Technical Services:** New staff member, Sumi Schauer, is doing well and the department is fully staffed. Youth Art Month is in the process, so artwork from local students is hanging up around STP. **Youth Services:** Youth Services (YS) hosted 49 events for 962 participants in February. There were over 350 attendees at storytimes, with 32 people at one Baby Storytime. Ozanich met with two UWSP students to be interviewed for a class assignment. YS staff has reached out to schools to plan visits in May to discuss the Summer Library Program (SLP). Marketing materials and booktalks are being prepared for those visits. Lit Loot theme is Stay Sharp, which included cactus-themed items and school-themed books. As of today, all bags have been claimed. Scavenger Hunt theme is mythical creatures and book club, Between Reads, is reading the Best Covers of 2024 book, *Darkly*.
3. **Director Report and Statistics:** Johnson went over the report and statistics provided in the meeting packet. ALM was closed today due to the inclement weather.

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 MINUTES

4. **February 19, 2025 Meeting Minutes**
Honl moved to approve the February 19, 2025 minutes. Przybylski seconded the motion, which passed by voice vote.

DISCUSSION / POSSIBLE ACTION

5. **Discussion / Possible Action – PCPL Safety and Security**
New security contract with Per Mar was approved at the Space and Properties Committee on March 4, 2025. They will begin providing security at STP on March 31, 2025. Staff is looking at internal procedures on how to record incidents.
6. **Discussion / Possible Action –2024 PCPL Budget Carryover Request**
Johnson suggested using the \$4,502.65 funds remaining from the 2024 Budget to reduce hold times on Overdrive.

Martinez made a motion for Johnson to submit a carryover request to the Finance Department for unspent funds from the 2024 Budget in order to reduce hold times on Overdrive. Freberg seconded the motion, which passed by voice vote.

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

Johnson went over the final DPI Annual Report that was included in the packet.

CLOSED SESSION

8. Enter into Closed Session pursuant to Wisconsin Statutes 19.85 (1)(c) for the purpose of considering employment, promotion, compensation or performance evaluation of any public employee over which the governmental body has jurisdiction or exercises responsibility, specifically to discuss the annual performance evaluation of the Library Director.

Freberg made a motion to table the closed session Director evaluation to the April meeting due to the lack of in-person quorum. Przybylski seconded the motion, which passed by voice vote.

OPEN SESSION

9. Reconvene to Open Session for the purpose of taking action on closed Session Item, if necessary.

No action taken due to the postponement of the closed session.

Adjournment

Meeting adjourned by President Peterson at 5:10 pm.

Respectfully submitted,
Jamie Phillis, Office Supervisor