

PORTAGE COUNTY PUBLIC LIBRARY (PCPL)

Board of Trustees Regular Meeting

May 28, 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 present: Charles Danner, Eddie Glade, Alexander Johnson, Nicole Ozanich, Jamie Phillis, and Alison Wirth. Others present: Ginger Keymer – City of Stevens Point District 3 Alderperson, and John Pavelski – County Executive.

CORRESPONDENCE

Patron comments were reviewed.

ELECTION OF LIBRARY BOARD OFFICERS

The Department of Public Instruction (DPI) states that Library Board elections are to take place annually after new terms begin.

Peterson called for nominations for Library Board President, Vice-President, and Financial Secretary. Peterson suggested retaining the current slate of officers, Liz Peterson as Library Board President, Amanda Freberg as Vice-President, and Nycole Martinez as Financial Secretary, until the next regular election can be held in February 2026. Peterson called two more times for other nominations. None were heard and nominations were closed. Przybylski made a motion to cast a unanimous ballot to seat Liz Peterson as Library Board President, Amanda Freberg as Vice-President, and Nycole Martinez as Financial Secretary. Honl seconded the motion, which passed by voice vote.

REPORTS

1. Review Financials: Vendor Invoice Lists, Purchase Card Statements, Budget Status

Financial report was given on Vendor Invoice Lists, May 6, 2025 Purchase Card statements, and Budget Status. Freberg made a motion to approve the Financials as reported. Holzberger seconded the motion, which passed by voice vote.

2. Municipal Government Liaison

Keymer reported on City of Stevens Point activities.

3. Branch and Extension; Circulation; Reference; Technical Services; Youth Services

Reports on Department operations and activities were given.

4. Director Report and Statistics

Johnson went over the Director 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. No public comment was given.

APPROVAL OF MINUTES

5. April 16, 2025 Meeting Minutes

Przybylski moved to approve the April 16, 2025 minutes. Freberg seconded the motion, which passed by voice vote.

DISCUSSION / POSSIBLE ACTION

6. Discussion / Possible Action – PCPL Safety and Security

The new security company is doing well and internal procedures are being finalized, such as documenting incidents.

7. Discussion / Possible Action – PCPL Board of Trustees Upcoming Meeting Dates and Times

It was suggested to move the July meeting to July 30th and the location to the Stevens Point Branch to accommodate budget deadlines and the August 20th meeting location to the Almond Branch Library.

Freberg made a motion to move the July and August meetings as suggested. Holzberger seconded the motion, which passed by voice vote.

Adjournment

Meeting adjourned by President Peterson at 5:29 pm.

Respectfully submitted,
Jamie Phillis, Office Supervisor