

PORTAGE COUNTY PUBLIC LIBRARY (PCPL)

Board of Trustees Regular Meeting

December 17, 2025

CALL TO ORDER

President Liz Peterson called the meeting to order at 4:32 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. Members Excused: Amanda Freberg. Library staff present: Charles Danner, Laura Fuller, Alexander Johnson, Nicole Ozanich, Jamie Phillis, and Alison Wirth. Others present: Nancy Foth, Ginger Keymer – City of Stevens Point District 3 Alderperson, and John Pavelski – Portage County Executive.

CORRESPONDENCE

1. Memo Regarding Moving the Library

Memo regarding moving the Library was reviewed.

Patron comments were reviewed.

APPROVAL OF FINANCIALS

2. Vendor Invoice Lists, Purchase Card Statements, Budget Status

Przybylski made a motion to approve the Financials as reported. Martinez seconded the motion, which passed by voice vote.

REPORTS

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

Reports on Department operations and activities were given.

4. Municipal Government Liaison

Keymer reported on City of Stevens Point activities.

5. 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

6. November 19, 2025 Meeting Minutes

Martinez moved to approve the November 19, 2025 minutes as presented. Przybylski seconded the motion, which passed by voice vote.

DISCUSSION / POSSIBLE ACTION

7. Discussion / Possible Action – City Bus Pass Sales

The Board discussed the ending of City Bus Pass Sales at the Stevens Point Branch. No action was taken.

8. Discussion Only – Alternate Library Locations

The Board discussed alternate Library locations. No action was taken.

9. Discussion / Possible Action – Due Dates and Overdue Charges Policy Amendment

Honl moved to approve the Due Dates and Overdue Charges Policy Amendment. Przybylski seconded the motion, which passed by voice vote.

10. Discussion / Possible Action – 2026 Library Board Meeting Dates

Przybylski made a motion to approve the 2026 Library Board Meeting Dates. Martinez seconded the motion, which passed by voice vote.

11. Discussion / Possible Action – 2025 Holiday Schedule Adjustment

Honl made a motion to approve the 2025 Holiday Schedule Adjustment. Martinez seconded the motion, which passed by voice vote.

Adjournment

Meeting adjourned by President Peterson at 6:00 pm.

Respectfully submitted,
Jamie Phillis, Office Supervisor