

PORTAGE COUNTY PUBLIC LIBRARY

Board of Trustees Regular Meeting

October 6, 2021

1. CALL TO ORDER

President Sunshine Buchholz called the meeting to order at 4:30 p.m. at the Portage County Annex, 1462 Strongs Ave, Stevens Point, WI 54481 and via Zoom Meeting System. Trustees present: Chris Doubek, Joan Honl, Deb Knippel, Anne Pawlak, Liz Peterson, and Holly Petrillo. Library staff members in attendance: Ben Cisewski, Laura Fuller, Eddie Glade, Larry Oathout, and Nicole Ozanich. Others present: Ginger Keymer.

2. REVIEW / APPROVAL – MEETING MINUTES OF SEPTEMBER 1, 2021

Doubek moved to approve the September 1, 2021 minutes. Knippel seconded the motion, which passed by voice vote.

3. ANNOUNCEMENTS AND CORRESPONDENCE

a) Facilities Report

The defective pumps in the HVAC at the Stevens Point Branch (STP) have been replaced and are working properly to control the temperature. A final quote on installing new audio-visual equipment to the Pinery Room at STP is complete. It will be set up similar to the equipment at the Annex Building. The quote is \$35,000 and will be grant funded. Hopefully the work will be completed by year end.

Comments and suggestions from the public were as follows: patron request to bring the computers back; patron couldn't find Dog Man; patron request to bring back the puzzle exchange; and patron impressed with STP, the children's section, and PCPL staff.

4. REVIEW FINANCIALS

Cisewski stated the total for invoices paid was \$2,669.98. The August 6, 2021 Procurement Card (P-Card) statement total was \$7,612.92 and the September 6, 2021 P-Card total was \$8,589.65. For the 2021 year-to-date Budget Status Report (BSR) we are 70.2% spent.

5. PUBLIC NOTICE

Read and none present.

6. OLD BUSINESS

a) Discussion / Possible Action – PCPL Operations Update

Fall hours have been implemented and are going well. September has been the slowest month since the spring. All decreases happened at STP. The Almond Branch (ALM), Plover Branch (PLO), and Rosholt Branch (ROS) all saw an increase. Total physical checkouts continue to increase and compared to last year, PCPL is up 45%. PCPL is fully staffed at the moment. The vaccination mandate will affect PCPL depending on the final OSHA plan. The County will develop an internal structure, which will impact several PCPL employees.

b) Discussion / Possible Action – 2022 Budget Update

Oathout went over the 2022 Budget update provided in the meeting packet. The County Executive gave an update on PCPL statistics at the budget presentation to the County Board. Due to cost increases to the databases, the PCPL Foundation Board of Directors voted to fund Consumer Reports for 2022 at their August meeting. The cost is approximately \$3,000.

7. NEW BUSINESS

a) Discussion / Possible Action – 2021 & 2022 Holiday Schedules

The 2021 Holiday Schedule was revised to remove the Sunday hours. The 2022 Holiday Schedule clarifies the County holidays since many holidays fall on the weekend in 2022.

Knippel made a motion to approve the revised 2021 Holiday Schedule and 2022 Holiday Schedule. Doubek seconded the motion, which passed by voice vote.

b) Discussion / Possible Action – Wisconsin Records Retention

Oathout went over the Notification of General Records Schedule Adoption document that was provided in the meeting packet. He suggests opting in and agreeing that PCPL will not dispose of any records that should not be disposed of.

Knippel made a motion to approve the Notification of General Records Schedule Adoption and opt in. Pawlak seconded the motion, which passed by voice vote.

8. LIBRARY REPORTS and STATISTICS

Branches:

- PLO Book Club met for the first time in hybrid format, with 11 people in attendance (5 in person and 6 online).
- ALM and ROS have resumed 4K and HeadStart visits, via Zoom. StoryWalks have been taken down until May 2022.

- Staff is working on putting together Trick or Treat bags to be handed out the week leading up to Halloween at all four locations
- ALM Book Club will resume in October; at Adelante.

Youth Services (YS):

- Youth Services hosted 23 events for 456 live attendees in September.
- The fall is off to a good start for us, but virtual program attendance numbers are dropping. Storytime offerings will be condensed starting next week to Monday evening Pajama Storytime (ST), Wednesday morning Family ST, and Friday morning Baby ST.
- Learning Labs and Lit Loots continue to be popular. Learning Lab kits are usually gone in the first week, and Lit Loots are being claimed in the first 24 hours they are available.
- YS desk has a new shelving unit placed at the back to allow more secure space and better organization for handouts.
- Ozanich watched the homework webinars and attended an Anti-Racist Readers Advisory webinar live.
- Ozanich is figuring out how to schedule next month since things are always changing and how stretch the YS budget.

Circulation:

- All regular Circulation operations have moved out of the Reading Room and the Pinery Room and Circulation are fully staffed.
- On September 16th, Glade provided a training session focused on Patron Registration for Branch staff.
- The Central Wisconsin Book Festival went well. Although the in-person attendance was low, the total attendance for all three cities plus virtual events was 590. Many of the events were recorded and you can now watch them on YouTube.
- New Horizons Book Club resumed virtual meetings in September; with 17 attendees over two sessions discussing *Visiting Tom* by Wisconsin author Michael Perry. Next they will discuss *The Giver* by Lois Lowry in honor of Banned Books Week.
- Several boxes of books withdrawn from the branches were sorted and replaced worn-out copies of dozens of books at STP.
- Circulation Services Subcommittee met September 14th. Marshfield Public Library is now connected to LINKcat. They voted to change the timeframe for Reduced Transportation Holds from 120 days back to the original 60 days. They voted to change the handling of missing Hold shelf items; wait 12 months (instead of 6) before paying the owning library for the missing item.
- ILS Committee met October 6th and approved changes from Circ. Services, received updates on continuing bug fixes and development, and discussed future development and technology opportunities.

Reference:

- Pacelli yearbooks will be added to the scanning project.
- People counters are being researched.
- Fax machine for the public had 60 faxes, but made \$1.97.

Technical Services (TS):

- Holiday Gift Buy is underway and display will go up end of November or beginning of December.
- There may be a supply chain issue in obtaining Library materials that Wirth will continue to watch.

Director:

Oathout went over the written report that was provided in the meeting packet.

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.

Doubek moved to go into closed session at 5:39pm to discuss the Library Director annual performance evaluation. Knippel seconded the motion, which passed by voice vote.

Reconvene to Open Session for the purpose of taking action on Closed Session item, if necessary.

Doubek made a motion to go into open session at 6:30pm. Knippel seconded the motion, which passed by voice vote.

Peterson made a motion to place on file a satisfactory performance evaluation for Larry Oathout, Library Director. Petrillo seconded the motion, which passed by voice vote.

Adjournment

Meeting adjourned by President Buchholz at 6:32pm.

Respectfully submitted,
Jamie Phillis, Office Supervisor