

PORTAGE COUNTY PUBLIC LIBRARY (PCPL)

Board of Trustees Regular Meeting

November 3, 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, and Holly Petrillo. Member Excused: Liz Peterson. Library staff members in attendance: Ben Cisewski, Laura Fuller, Eddie Glade, Larry Oathout, Nicole Ozanich, and Alison Wirth. Others present: Nancy Foth, Ginger Keymer, Harrison Klever, and Felicia Sweeney.

2. REVIEW / APPROVAL – MEETING MINUTES OF OCTOBER 6, 2021

Doubek moved to approve the October 6, 2021 minutes. Knippel seconded the motion, which passed by voice vote.

3. ANNOUNCEMENTS AND CORRESPONDENCE

Anne Pawlak will not be renewing her term that ends January 2022. Oathout has contacted the County Executive about the vacancy. Lorraine Avery is interested in the position. She is former Vice-President of Associated Bank and is part of the Inclusivity is for Kids grant through the Community Foundation. Pawlak will also have to resign her position on the Library Foundation Board of Directors since she is a representative of the Library Board.

a) Facilities Report

People counters were installed at the Rosholt Branch (ROS) and they are working well. The Stevens Point Branch (STP) is still on the schedule to receive new AV equipment in the Pinery Room. There is a slight issue with the wiring in the ceiling. Additional security cameras are being installed at STP on the first floor. An issue with the hardware has been solved. New gas meter is being installed at STP.

Comments and suggestions from the public were as follows: a patron that would like the study rooms opened; a patron appreciates the books at the end of the fiction section; and a young patron that likes the new books.

4. REVIEW FINANCIALS

Cisewski stated the total for invoices paid was \$1,097.60, with a few pending. The October 6, 2021 Procurement Card (P-Card) statement total was \$13,910.90. For the 2021 year-to-date Budget Status Report (BSR) we are 77.6% spent.

5. PUBLIC NOTICE

Read. Introductions were made for the students in the audience.

6. OLD BUSINESS

a) Discussion / Possible Action – PCPL Operations

Self-check machines are up and running at STP on the first floor. Patron usage is around 25-27% this year. The meeting rooms are open to the public and are being reserved by outside groups at STP, ROS, and the Plover Branch (PLO). The Prairie Room and study rooms at STP are still closed to the public. Hopefully, they will be open in the near future. Statistics for 2021 were compared with 2019, the last year PCPL was fully open. Each month was down by roughly the same amount.

b) Discussion / Possible Action – 2022 Budget Update

The 2022 Budget was approved by the County Board, as well as a 1.25% Cost of Living increase for employees.

7. NEW BUSINESS

a) Discussion / Possible Action – Review Hours of Operation at all Branches

Oathout went over the document that was provided in the meeting packet. Staff has been discussing the need to add one more day of morning hours at ROS. Hours at the Almond Branch (ALM) and PLO are working fine. STP is open Monday through Saturday, but may want to add Sunday hours back sometime in the future. The question is whether staff should continue to monitor the situation or set a date for those hours to return. The Board agrees to continue monitoring the situation rather than set a date for Sunday's hours to return.

b) Discussion / Possible Action – County Safety Initiative

Oathout went over the document that was provided in the meeting packet. PCPL staff trainings have focused on de-escalation techniques when dealing with unruly patrons. Ryan Dowd webinars have been very helpful in the PCPL staff trainings.

c) Discussion / Possible Action – Social Work Intern

Oathout went over the document that was provided in the meeting packet. Staff will continue to discuss the possibility of this opportunity working for PCPL. The earliest PCPL would have an intern would be fall 2022.

8. LIBRARY REPORTS and STATISTICS

Branches:

- The Cards for Caring program has resumed. Staff hand out supply kits and encourage kids to make a card for an elder family member or neighbor. Staff can also send them out through the Homebound program. This will be offered through next year.
- ALM Book Club is back and meeting in person at Adelente.
- Automatic "people counting" sensor mounted at ROS. Statistics are rolling in.
- There were 170 Trick or Treat goody bags assembled and handed out to young patrons the week leading up to Halloween. ALM was open during Trick or Treat hours, and they handed out 50.

Circulation:

- Both self-checkout units on the first floor at STP are now available and operational.
- This month, the focus has been on training new hires. Staff took part in the County's safety training. The next topic for continuing education will be Readers' Advisory.
- In October, New Horizons Book Club had 17 attendees over two sessions discussing *The Giver* by Lois Lowry. This month, the group is reading *Rebecca* by Daphne DuMaurier.
- First floor displays in October led to 134 total checkouts. This month's feature is Native American Heritage, Celebrity Book Clubs, and No-Shave November.
- Glade is working on end-of-year ordering and weeding of Large Print. If removed, they will go into the rotation for Senior Centers.
- Janet Schroeder and Carol Kerske have once again worked hard to revise our magazine subscriptions for the coming year.
- Glade spoke with Oxford House about helping people overcome addiction and how PCPL staff can help them get library cards.

Technical Services (TS):

- Holiday Gift Buy ordering has been submitted and the display will go up end of November or beginning of December.
- Wirth is going through paperbacks to fix any possible cataloging issues and weeding.
- Wirth is relabeling oversized adult non-fiction items and shifting them as well.

Youth Services (YS):

- Youth Services hosted 34 events for 472 live attendees in October.
- Virtual events have been going well. Dungeons & Dragons had 21 participants for the month and Between Reads Book Club typically has 12 – 14 participants at each meeting. Teen Library Council met virtually for the first time with 8 participants. Some volunteered to help set up the Winter Wonderland themed I Spy Window. Storytimes poll did not indicate any needed changes.
- YS handed out 210 Learning Labs at STP, which included Monster Origami Bookmarks, Shark Cut Outs, Halloween Goody Bags, and currently Painted Rocks. Kid Lit Loot and Teen Lit Loot for October were horror/thriller themed, and both were completely gone in the first day. Next is mystery themed (Who Donut) Teen Lit Loots, and expect these to be gone soon too.
- There always are at least three themed displays going on in YS at once and one in the YA area. This month is books from Read and Grow and Jump into Chapter Books pamphlets that staff created. Other themes are "Food for Thought", "Grownups Like to Read Too!", "It's a Mystery," and the YA theme is "Inclusivity Starts with You."
- Next week, Ozanich will attend the annual South Central Library System (SCLS) Summer Library Program workshop.

Reference:

- ROS has a new people counter.
- STP new security cameras work. Will be put up soon.
- Adult Lit Loot will start next week and there are 36 kits ready.
- SCLS is looking at a new internet filtering system for eliminating pornographic sites and other things. The current solution is getting old, so they are looking for a new one. A group of SCLS members met to discuss the issue. PCPL would like to continue having staff do the unlocking; most of the other libraries prefer patron initiated unlocking.
- Fax machine for the public had 19 faxes, but made \$0.

Director:

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

Statistics for October show PCPL is back up. Most increases were at STP and ROS. ALM and PLO were down a bit.

9. Adjournment

Meeting adjourned by President Buchholz at 6:00 PM.

Respectfully submitted,
Jamie Phillis, Office Supervisor