

PORTAGE COUNTY PUBLIC LIBRARY (PCPL)

Board of Trustees Regular Meeting

December 1, 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: Charles Danner, Laura Fuller, Eddie Glade, Larry Oathout, Nicole Ozanich, Jamie Phillis, and Alison Wirth. Others present: Nancy Foth, Ginger Keymer, and Martha Van Pelt – South Central Library System (SCLS).

2. REVIEW / APPROVAL – MEETING MINUTES OF NOVEMBER 3, 2021

Doubek moved to approve the November 3, 2021 minutes. Honl seconded the motion, which passed by voice vote.

3. ANNOUNCEMENTS AND CORRESPONDENCE

a) Facilities Report

Plover Public Works Department fixed a light in the parking lot at the Plover Branch (PLO), which greatly illuminates the lot for visitors. A ceiling fan was replaced at PLO. Many lights are being replaced at the Stevens Point Branch (STP), some are LED and very bright. Wisconsin Public Service installed a new gas line meter at STP. There was another ceiling leak at STP on November 23rd; approximately 60-90 books were damaged. A slat wall was installed behind the Reference Desk at STP. It will be used for the Library of Things materials.

No comments or suggestions from the public.

4. REVIEW FINANCIALS

Phillis stated the total for invoices paid was \$704.19. The November 8, 2021 Procurement Card (P-Card) statement total was \$9,576.90. For the 2021 year-to-date Budget Status Report (BSR) we are 85.1% spent.

5. PUBLIC NOTICE

None.

6. OLD BUSINESS

a) Discussion / Possible Action – PCPL Operations

Some additional seating and tables have been put out on the 1st and 2nd floor at STP. A plan is being drafted to allow the reading room to be opened to allow browsing the biographies and magazines. A number of staff has been out the past month due to illnesses and vacations. One staff person is retiring after 24 years and the position will be advertised soon. Self-check machines had their best month in November, with approximately 7,000 check outs.

b) Discussion / Possible Action – SCLS Update

Martha Van Pelt, SCLS System Director, reported on personnel changes at SCLS. Meetings with the system directors from the Department of Public Instruction (DPI) have increased to weekly since the pandemic. The American Rescue Plan Act (ARPA) federal funding grants that SCLS has applied for are still pending, but awards should be announced within the week. The new SCLS building will contain both Administration and Delivery Services. Ground breaking will be in the spring of 2022 and move in date is set for approximately June 2023.

c) Discussion / Possible Action – PCPL Policy Updates

Oathout went over the Top 10 Professional Expectations provided in the meeting packet. A few minor changes were suggested.

Honl made a motion to approve the PCPL Professional Expectations Policy with revisions. Doubek seconded the motion, which passed by voice vote.

d) Discussion / Possible Action – PCPL Strategic Plan

Oathout went over the PCPL Strategic Plan Summary that was provided in the meeting packet. A few edits were made to the document.

Knippel made a motion to approve the content of PCPL Strategic Plan with revisions and final version to be presented at the January Board meeting. Petrillo seconded the motion, which passed by voice vote.

7. NEW BUSINESS

a) Discussion / Possible Action – 2022 Meeting Dates

Oathout went over the 2022 Library Board Meeting Dates schedule that was provided in the meeting packet.

Petrillo made a motion to approve the 2022 Meeting Dates schedule. Knippel seconded the motion, which passed by voice vote.

8. LIBRARY REPORTS and STATISTICS

Technical Services (TS):

- Holiday Gift Buy has been set up. Everything is in-person this year, no online option. A patron already offered to purchase any remaining items as they have done in the past.
- Staff is working on year-end wrap up of budget and rolling over of acquisitions.

Reference:

- Fax machine for the public had 22 faxes, but made \$2.09.

Circulation:

- Circulation staff have been working hard and keeping up despite two staff members having extended leave.
- Elaine Danczyk, who has been with the library since 1997, will be retiring on January 7th after 24 years of service.
- Readers' Advisory training sessions began with two genres staff felt they knew the least about: Relationship Fiction and Horror.
- In November, New Horizons Book Club had 16 attendees over two sessions discussing *Rebecca* by Daphne DuMaurier. Next month, they will be reading *There, There* by Tommy Orange.
- Circulation Services Subcommittee met November 9th and updated procedures for handling lost items.
- ILS Committee met December 1st and approved the technology plan for 2022, communication when software or technology is having problems, and the status of the Multipart DVD workgroup's discussion.

Branches:

- The Branches held 50 programs in November with 764 participants. Those included digital-only (YouTube videos), in-person/Zoom, and passive (scavenger hunts).
- Calendar of Events is back in publication with a slightly revised format. The calendar includes all 4 locations and Virtual events.
- Johnna Grant attended Summer Library Program (SLP) workshop in person.
- The annual gift from Izaak Walton League was received and purchases were made.
- Upcoming projects and programs include Take and Makes, Community Puzzle project, and Holiday Book Buy.

Youth Services (YS):

- Youth Services hosted 31 events for 421 live attendees in November.
- Winter Wonderland theme I Spy window display is up, but not quite as popular as the summer one yet.
- Ozanich has been trying to ramp up the TikTok and marketing game more.
- YS handed out 205 Learning Labs at STP, which included rock painting, thumb print animals, and Popsicle stick catapults. The Teen and Kid Lit Loot for November was the Who Donut (mystery) themed bags, and this month they are Fairy Tale themed.
- This month the Teen Library Council is having a special meeting. YS created packs of DIY bookmarks for members to decorate at home in advance, and then on December 16th they are going to walk a route downtown to visit a few Little Libraries to donate books or canned goods and the bookmarks they created. The teens in this group are really excited to be participating.
- Looking forward to January with a lot of spending to do right away. Staff is also discussing the low attendance at storytimes, and thinking of changing focus from programming back to marketing.

Director:

Oathout went over the written report that was provided in the meeting packet. November stats will be available soon. Overdrive was down a bit, but computer usage was up.

The City of Stevens Point has plans for the old Shopko building and the block surrounding. It will include a hotel, parking ramp, a transit center, and multi-level workforce housing with commercial businesses along Main Street. They have applied for a grant to fund the project. Keymer confirmed it was part of the ARPA and she believes the City asked for \$14 million to fund the project. If the grant is awarded, the funds must be spent between March 2022 and December 2024.

9. Adjournment

Meeting adjourned by President Buchholz at 5:57 PM.

Respectfully submitted,
Jamie Phillis, Office Supervisor