

PORTAGE COUNTY PUBLIC LIBRARY (PCPL)

Board of Trustees Regular Meeting

January 5, 2022

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 Liz Peterson. Member Excused: Holly Petrillo. Library staff members in attendance: Charles Danner, Eddie Glade, Larry Oathout, Nicole Ozanich, Jamie Phillis, and Alison Wirth. Others present: Amanda Freberg and Ginger Keymer.

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

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

3. ANNOUNCEMENTS AND CORRESPONDENCE

a) Facilities Report

There has been no update from County IT on the status of the AV equipment for the Pinery Room at the Stevens Point Branch (STP).

Comments and suggestions from the public were as follows: a patron that appreciates the shoveling and salting job on the sidewalks at STP; and a note of praise for staff member Chris McLaughlin from the Reference Department.

Amanda Freberg will be the new PCPL Board of Trustees member that will replace Anne Pawlak at the end of January. Honl has been in contact with the jail library. The new librarian is currently looking for updated items that would be more knowledgeable for inmates, such as educational materials. She may want a tour of STP and to familiarize herself with PCPL. The Board agreed it is a worthy effort to support.

4. REVIEW FINANCIALS

Phillis stated the total for invoices paid was \$2,055.47. The December 6, 2021 Procurement Card (P-Card) statement total was \$4,992.27. For the 2021 year-to-date Budget Status Report (BSR) we are 92.5% spent as of December 28, 2021.

5. PUBLIC NOTICE

None.

6. OLD BUSINESS

a) Discussion / Possible Action – PCPL Operations

There were a number of staff members out with illnesses or for other reasons that stretched our staff availability. Shorter hours during the holidays helped with staff coverage. PCPL is running at approximately 85% of normal operations. Self-checkout machines have been in operation for a full year now at STP. Overall, 62,900 items were checked out on those machines, which is around 26% of total checkouts.

b) Discussion / Possible Action – PCPL Strategic Plan

The Strategic Plan was approved at the last meeting. Final version was provided to the Board in their meeting packet.

c) Discussion / Possible Action – PCPL 40th Anniversary

At the December County Board meeting the County Executive gave the Proclamation making January 2022 PCPL month in Portage County. The City of Stevens Point has also done a Proclamation. Glade put together a historical view of PCPL cards for display.

d) Discussion / Possible Action – 2022 Board Meeting Dates

The previously approved March 2, 2022 meeting date falls on Ash Wednesday.

Doubek made a motion to change the March 2, 2022 meeting to March 9, 2022. Knippel seconded the motion, which passed by voice vote.

7. NEW BUSINESS

a) Discussion / Possible Action – 2021 Budget Carryover Request

Honl made a motion to submit a 2021 Budget Carryover Request to the County Finance Department. Knippel seconded the motion, which passed by voice vote.

b) Discussion / Possible Action – 2021 Overview

PCPL was curbside-only during the 2020 holiday season until January 11, 2021. Curbside demand drastically declined after PCPL reopened the doors. STP started selling bus passes for the City Transportation Department in March 2021. It has gone well. The quarantining of items completely ended March 22, 2021. On May 18, 2021 the County Board approved changes to the employee vacation policy, which was effective July 1, 2021. On June 5, 2021 Saturday hours were added back to the schedule. Fall hours began after Labor

Day. Oathout went over the 2021 Quick Glance statistics that was emailed to the Board, hard copy will be provided at the next meeting. All branches had an increase in stats for the year.

c) Discussion / Possible Action – Trustees Library Visits

In the past when Board meetings were held at the Branch locations, new members would get a tour. Since the Board has not been travelling for meetings, Buchholz put together a sign-up sheet for board members to visit the Branches to meet staff and familiarize themselves with each Branch. Members can report on their visit at the following Board meeting. It is not a requirement and no more than two members can go at the same time to avoid quorum notices. Honl volunteered to visit the Almond Branch (ALM) in May, Knippel volunteered to visit the Plover Branch (PLO) in January. Freberg will visit STP in February.

8. LIBRARY REPORTS and STATISTICS

Reference:

- Fax machine for the public had 22 faxes, but made \$2.09.
- Winter Reading Program will run January 10th through February 28th; the theme is 2022 Chilly Games.

Technical Services (TS):

- Holiday Gift Buy is finishing up and almost all items were sold, only 12 left out of 95.
- Staff is working on year-end purchasing and shifting to 2022 purchasing.

Circulation:

- Glade is in the process of hiring a new Circulation Library Associate.
- Glade attended a Ryan Dowd "Homelessness in Libraries" training focused on how to deal with someone bringing in too many bags and how to craft more effective rules. It also provided an introductory look at how hoarding disorder affects people.
- New Horizons Book Club had 12 total attendees for both online sessions in December.
- December displays *Best of 2021* and *Island of Misfit Books* had 80 checkouts. Next are *Dark Nights* and *Heartwarming Reads*.

Youth Services (YS):

- Youth Services hosted 23 events for 355 live attendees in December.
- Ozanich had her last meeting as part of the SCLS Library Innovation Subcommittee. Laura Fuller will take her place. Instead, Ozanich will attend monthly SCLS Youth Services meetings as well as Inclusive Services meetings.
- Due to continued low attendance at virtual storytimes, YS have cut back to just one per week. Staff will shift attention to social media marketing and providing things like book recommendation videos that schools can utilize. Indoor scavenger hunts have begun in the YS area, with a different one every two weeks. Items continue to change for the Winter Wonderland I-Spy Display.
- Winter Goody Bags were a success and went really fast. This month, the Teen and Kid Lit Loot bags are Superhero themed. The Teen Lit Loot started this morning, and by noon 14 were already claimed.
- Ozanich has a lot of purchasing to do for Lit Loots and Learning Labs through the spring. With the help of a generous private donation, she is looking forward to handing out more Lit Loots each month in order to better meet demand. Staff is also working on this year's Summer Reading Clubs and plan to offer a paper version that will align with the digital one.

Branches:

- The Branches held 50 programs in December with 556 participants. Those included digital-only, in-person/Zoom, and passive.
- Princess Bookmark Display included various princesses (Cinderella, Rapunzel, etc.) and a description of their story's themes (acceptance, independence). Patrons choose a bookmark, bring it to the desk, and get a 'read-alike' book similar in theme.
- Fuller attended a webinar on Book Bans & Challenges. She shared policies and tips at a staff meeting.
- Fuller is preparing Storywalks and choosing new titles.
- On February 1st the Grab and Grow Plant cuttings exchange program begins. There will be propagation stations at all Branches.

Director:

Oathout went over the written report that was provided in the meeting packet. December statistics were provided to the Board. If there is a statistic anyone would like to see, let him know and he will provide the information. Keymer suggested stats on cardholder profiles.

The Board thanked Pawlak for her service.

9. Adjournment

Meeting adjourned by President Buchholz at 5:49 PM.

Respectfully submitted,
Jamie Phillis, Office Supervisor