

PORTAGE COUNTY PUBLIC LIBRARY (PCPL)

Board of Trustees Regular Meeting

February 2, 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, Amanda Freberg, Joan Honl, Deb Knippel, Liz Peterson, and Holly Petrillo. Library staff members in attendance: Eddie Glade, Laura Fuller, Larry Oathout, Nicole Ozanich, and Jamie Phillis. Others present: Ginger Keymer.

2. REVIEW / APPROVAL – MEETING MINUTES OF JANUARY 5, 2022

Doubek moved to approve the January 5, 2022 minutes. Knippel seconded the motion, which passed by voice vote.

3. ANNOUNCEMENTS AND CORRESPONDENCE

a) Facilities Report

There is nothing much to report from Facilities, other than shoveling snow.

Correspondence, comments and suggestions from the public were as follows: a page from the Community Foundation of Central Wisconsin 2021 Annual Report on the Inclusivity Starts with Kids fund; and an appreciation post card from a patron.

b) Trustees Library Branch Visits

Knippel visited the Plover Branch (PLO) and was given a tour. Everything is neatly organized for the small amount of space there is at PLO. One request she heard from staff was new carpeting or flooring.

Freberg visited the Stevens Point Branch (STP) and was given a tour. She was excited about the children's area because of the way it is set up and the programs they run. Keymer also visited STP and was amazed by the amount of staff and storage areas in the building.

Petrillo volunteered to go to the Rosholt Branch (ROS) in August.

4. REVIEW FINANCIALS

Phillis stated the total for invoices paid was \$15,402.91. The December 31, 2021 Procurement Card (P-Card) statement total was \$9,150.40 and the January 6, 2022 P-Card statement total was \$283.50. For the 2022 year-to-date Budget Status Report (BSR) we are 6.3% spent and for the 2021 BSR we are 97.4% spent.

5. PUBLIC NOTICE

None.

6. OLD BUSINESS

a) Discussion / Possible Action – PCPL Operations

Daily operations continue to be a challenge due to staffing issues. STP had to decrease hours a few times because of illnesses and COVID related absences. Staff has been accommodating with shifting schedules. The County is close to issuing an updated COVID policy with the shorter quarantine period. The open Circulation position has been filled. PCPL continues to run around 85% of what a normal month's circulation would be compared to 2019. It is slowly moving back up. Thank you to the Board and staff on the flexibility with hours.

b) Discussion / Possible Action – Portage County Jail Library Collaboration

Jenny Trelka, Sheriff's Department, identified a number of items they could use in their collection. There are restrictions on what can be included, such as no hard cover books, and space is an issue. PCPL feels it can meet some of their needs and will start incorporating their wish list into the routine. Buchholz suggested adding this information to the annual brochure to make the public aware of this collaboration.

7. NEW BUSINESS

a) Discussion / Possible Action – WI Department of Public Instruction Public Library Annual Report

Oathout went over the draft Annual Report that was provided in the packet. He asked for permission to complete the report for Buchholz to review and sign in order to meet the February 17th deadline. He will bring the finalized copy to the March meeting for Board review.

Freberg made a motion for Buchholz to review and sign the completed Annual Report, with Board review in March. Honl seconded the motion, which passed by voice vote.

b) Discussion / Possible Action – SCLS Funding and Delivery Formula Committees

Oathout went over the South Central Library system (SCLS) funding information that was provided in the meeting packet. Costs involved are spread throughout the system, not an individual basis.

8. LIBRARY REPORTS and STATISTICS

Branches:

- The Branches held 52 programs in January with 638 participants. Tai Chi participation always peaks in January.
- Statistics for the Annual Report have gotten more complicated due to the different types of program offerings.
- Fuller attended two webinars from the Wild Wisconsin Winter Web (WWWW) Conference. Each branch person attended one session as well and will be discussing major points at the next few staff meetings.
- Staff is looking forward to the Summer Library Program (SLP). Discussions are taking place into conducting a storytime with a local Senior Center as a community partner, on their grounds this summer. Portage County Health Care Center is interested.
- The plant clipping exchange program, Go Grow, began February 1st.

Circulation:

- A new Circulation Library Associate has been hired, Tiffany Ostrowski. She had previously worked at STP a few years ago.
- Glade attended a few sessions of the WWWW Conference, including effective marketing and positive user experiences.
- New Horizons Book Club had 13 total attendees for both online sessions in January.
- January displays *Dark Nights* and *Heartwarming Reads* had 67 checkouts. Next are *Romance* and *African American Heritage*.
- Fax machine for the public had 5 faxes, but made \$0.
- Circulation Services Committee worked on prioritizing bug fixes and development requests for Bibliovation. Integrated Library System (ILS) Committee discussed progress of the multi-part DVD workgroup and whether or not to bundle DVD series.

Youth Services (YS):

- YS hosted 20 events for 427 live attendees in January.
- Supplies for Learning Labs and Lit Loot have been ordered to get YS through March. Indoor Scavenger Hunt went really well with over 130 participants. Staff will continue to do new scavenger hunts about every two weeks.
- Ozanich has been trying to find time to weed collections; she is focusing on YA Fiction and Children's Audiobooks right now.
- Ozanich attended a few of the WWWW Conference sessions, mostly themed around marketing.
- DPI's Annual Report has kept staff busy trying to figure out how the statistics should be compiled for the report. New TikTok videos continue to be created, which are also shared to Facebook, Instagram, and more recently YouTube. They are getting a surprising amount of views. One TikTok video went viral and got over 24,000 views in one day!
- Staff created a Manga/Anime Challenge online via Beanstack for teens. Starting February 1st, they can earn entries into prize drawings for each themed mini-challenge they complete, which includes Read Something, Watch Something, and Try Something sections. YS have lists of title choices and a fun activity detailed for each.
- The last Learning Labs YS handed out were for creating mini books and this week there are sun catchers with glue and glass gemstones. Teen and Kids Lit Loots theme this month is 80's & 90's Throwback: books that were popular in those decades and new books that are set in those decades.

Technical Services (TS):

- Wirth has been communicating with SCLS to help describe and sort out some bugs in Bibliovation.
- Business as usual, new materials coming in to catalog, donations to sort through, and weeding STP AV soon.

Reference:

- Staff handed out 36 Adult Lit Loot bags and is currently preparing for Blind Date with a Book.

Director:

Oathout went over the written report that was provided in the meeting packet. Staff has been discussing what they may need from a Social Work Intern, such as staff training, hands on public assistance, hands on workforce development assistance, and creating resource materials for handouts. The intern will not just be at STP but the Branches too.

January statistics will be provided next month, but it saw the most eBooks checked out ever. It was a busy month, even with being curbside for a week and closing early a few days. Oathout went over the PCPL Digital Growth update that was provided in the packet.

Buchholz asked if a Board Member would be interested in mentoring the newest member, Freberg. Knippel volunteered.

9. Adjournment

Meeting adjourned by President Buchholz at 5:45 PM.

Respectfully submitted,
Jamie Phillis, Office Supervisor