

PORTAGE COUNTY PUBLIC LIBRARY (PCPL)

Board of Trustees Regular Meeting

March 9, 2022

1. CALL TO ORDER

President Sunshine Buchholz called the meeting to order at 4:30 p.m. at the Portage County Annex, 1462 Strong's Ave, Stevens Point, WI 54481 and via Zoom Meeting System. Trustees present: Chris Doubek, Amanda Freberg, Joan Honl, Deb Knippel, and Holly Petrillo. Member Excused: Liz Peterson. Library staff members in attendance: Charles Danner, Eddie Glade, Laura Fuller, Larry Oathout, Nicole Ozanich, Jamie Phillis, and Alison Wirth. Others present: Ginger Keymer and Todd Neuenfeldt – Portage County Facilities Director.

2. REVIEW / APPROVAL – MEETING MINUTES OF FEBRUARY 2, 2022

Doubek moved to approve the February 2, 2022 minutes. Honl seconded the motion, which passed by voice vote.

3. ANNOUNCEMENTS AND CORRESPONDENCE

Correspondence, comments and suggestions from the public were as follows: several thank you notes to staff; drawing of Bruce the Bear; fun kids' area; patron requesting more sports books in the books sale; and a patron requesting the Book of Mormon. PCPL received an Accommodation from the Governor at Library Legislative Day.

a) Facilities Report

Neuenfeldt reported on the upcoming Capital Improvement Project (CIP) for new flooring at the Stevens Point Branch (STP). The project will also include the construction of additional study rooms. Once all estimates are collected, a schedule will be compiled. Oathout reported the Pinery Room is back on the schedule for updated AV equipment, but it is a challenging room.

Oathout went over the 2021 Highlights Brochure that was provided in the packet.

b) Trustees Library Branch Visits

None.

4. REVIEW FINANCIALS

Phillis stated the total for invoices paid was \$45,269.97. The February 7, 2022 Procurement Card (P-Card) statement total was \$9,037.97. For the 2022 year-to-date Budget Status Report (BSR) we are 15.5% spent.

5. PUBLIC NOTICE

None.

Staff reports were moved to the next item.

8. LIBRARY REPORTS and STATISTICS

Technical Services (TS):

- March is Youth Art Month. Schools in the District will be displaying art throughout STP.
- Wirth has been pulling books from unneeded donations and withdrawn Library materials for the Portage County Jail.

Circulation:

- South Central Library System (SCLS) continues to work with the Bibliovation company to fix bugs from the most recent release. A first-floor self-checkout has been malfunctioning for almost a month, and still need a solution.
- Virtual attendance for New Horizons Book Club has dropped significantly. The last two Wednesday sessions of the year will be held in-person., but the Thursday evening meeting will continue on Zoom for now.
- Planning for this year's Central Wisconsin Book Festival has begun and will most likely be held the last Saturday of September.
- February displays generated 37 checkouts. Next are Women's History, books with "girl" in the title, and books about spies.
- Glade placed the final order for the new adult World Language collection. There will be Spanish, German, and Chinese titles.
- Circulation Services met March 8th. New options will be coming to your LINKcat online account soon, including the ability to update your primary phone number and e-mail address yourself. Hold Available e-mail notice was revised to reflect changing conditions, most notably that some libraries no longer offer Curbside pickup or only offer it on a limited basis. The Problem Item section of the Circulation Manual was updated. This helps all LINKcat libraries handle damaged and missing items consistently.

Branches:

- The Branches held 77 programs in February with 874 participants. Go Grow, plant clipping exchange, saw positive response on the Almond and Plover community Facebook pages and in-library. There were 15 participants in first month.

- Taking a tip from a webinar, staff has created a template for promotional bookmarks.
- An art reception will be held tomorrow at the Rosholt Branch (ROS) for Youth Art Month.
- Outdoor Storytime at the Almond Branch (ALM) and ROS will begin April 6th. It could be moved indoor.
- Staff continues planning for Summer Library Program (SLP), StoryWalks, storytimes, class visits, as well as other programs.

Youth Services (YS):

- YS hosted 22 events for 534 live attendees in February.
- Staff member, Shannon O'Donnell, has resigned and her position will be posted through March 25th.
- Ozanich has been trying to envision and plan out what summer will look like. She looked into outdoor event venues, considered new equipment, and hoped to start outdoor storytimes next month. This week has changed and she is reconsidering all plans. Summer Reading Challenges will run basically the same as the past two years, but now will have an online version to track progress. Staff is also returning the physical YS area to its normal self, but is strategically planning some updates along the way.
- Ozanich updated the World Language collection and added some new languages and corresponding sticker colors.
- Ozanich was recently interviewed by a UWSP student for their school project and met with a couple Girl Scout members on a possible project tied to community literacy.
- New reading challenges for all ages will be available through Beanstack. Folks can participate any time, but no prizes.
- The last Learning Labs handed out were tulip bulbs, and next week there will be stress balls made from water beads and balloons. Theme for the Teen and Kids Lit Loots this month is magic. Scavenger Hunt is Villain themed. Examples were shared.
- Ozanich shared the Genre Booklist binder, which is a resource used often at the YS desk when assisting patrons.

Director:

Oathout went over the written report that was provided in the meeting packet. The City of Stevens Point grant proposal for the renovation of the Shopko building and surrounding area was denied.

January and February statistics were provided. Overdrive was up 1.2% in February. Study rooms were opened up this month.

6. OLD BUSINESS

a) Discussion / Possible Action – PCPL Operations

The reading room at STP has reopened for browsing and additional seating. There have been increased incidents that have resulted in police calls. The County updated the COVID policy to reflect the shorter quarantine periods, close contacts, and mask mandate for employees was rescinded. Afghan refugee training has begun at STP through the Portage County Literacy Council.

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

Oathout went over the SCLS funding information that was provided in the meeting packet. The point is to stabilize the future of delivery. The cost of fuel could possibly affect fees for next year.

c) 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. The completed report was sent to SCLS and DPI.

7. NEW BUSINESS

a) Discussion / Possible Action – Upcoming PCPL 2023 Budget

Oathout went over the 2023 Budget information that was provided in the packet.

b) Discussion / Possible Action – PCPL Summer Hours

Oathout went over the Summer Hours information that was provided in the meeting packet. STP would like to change hours for summer with the suggestion of closing at 6pm each night. Branch hours will remain the same. The Board decided to keep one night open until 8pm.

Freberg moved to approve the STP Summer Hours as follows: Monday, Tuesday, Thursday, Friday 9am to 6pm; Wednesday 9am to 8pm; and Saturday 9:30am to 1pm. Honl seconded the motion, which passed by voice vote.

c) Discussion / Possible Action – Appointment of a Library Board of Trustees Member to the Library Foundation Board of Directors (to replace Anne Pawlak)

Trustees will consider this over the next month and appoint a member at the April meeting.

9. Adjournment

Meeting adjourned by President Buchholz at 6:05 PM.

Respectfully submitted,
Jamie Phillis, Office Supervisor