

PORTAGE COUNTY PUBLIC LIBRARY (PCPL)

Board of Trustees Regular Meeting

April 6, 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: Charles Danner, Eddie Glade, Laura Fuller, Larry Oathout, Nicole Ozanich, Jamie Phillis, and Alison Wirth. Others present: Nancy Foth, Ginger Keymer and Emily – UWSP Student.

2. REVIEW / APPROVAL – MEETING MINUTES OF MARCH 9, 2022

Doubek moved to approve the March 9, 2022 minutes. Honl seconded the motion, which passed by voice vote.

3. ANNOUNCEMENTS AND CORRESPONDENCE

a) Facilities Report

A baby-changing table was installed in the men's restroom at the Plover Branch (PLO). Much of the surplus furniture at the Stevens Point Branch (STP) has been moved offsite or disposed. New furniture was purchased with the previous Capital Improvement Plan (CIP).

Correspondence, comments and suggestions from the public were as follows: updated Trustees listing; and a thank you card to staff.

b) Trustees Library Branch Visits

Freberg visited the Rosholt Branch (ROS). She attended storytime and social hour. Staff were discussing Tai Chi and possibly putting it on hold for a while due to minimal attendance. The next Branch visit will be Honl going to the Almond Branch (ALM).

4. REVIEW FINANCIALS

Phillis stated the total for invoices paid was \$2,002.26. The March 7, 2022 Procurement Card (P-Card) statement total was \$5,641.32. For the 2022 year-to-date Budget Status Report (BSR) we are 24.2% spent.

5. PUBLIC NOTICE

None.

6. OLD BUSINESS

a) Discussion / Possible Action – PCPL Operations

At the end of the 1st Quarter, statistics are 11% ahead of last year. There are still staffing shortages, but two positions will be filled soon. The Reference Department has been shorthanded since December. Thank you to other staff that has stepped up to help fill gaps. There was an uptick in security issues in March. The election is over and there will be a new County Executive. Congratulations to Doubek and Honl who won reelection. The reading room and study rooms have had more use this month. PCPL is getting back to business as usual.

b) Discussion / Possible Action – Upcoming PCPL 2023 Budget

Oathout went over the County Collection Policy that addresses collecting overdue funds using the Tax Refund Interception Program (TRIP). According to the report from South Central Library System (SCLS), there are 702 people that owe PCPL over \$100,000. County Finance would like to write off some of the old debt. Oathout has been appointed to a task force to review the Salary Schedule Adjustment. He went over the current PCPL staffing levels with the Board and suggested staying at the same level for 2023.

Doubek made a motion to maintain the FTE 28.19 level for the 2023 Budget. Peterson 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)

Knippel volunteered to replace Anne Pawlak on the PCPL Foundation Board of Directors.

Doubek made a motion to appoint Deb Knippel to the PCPL Foundation Board of Directors. Honl seconded the motion, which passed by voice vote.

7. NEW BUSINESS

a) Discussion / Possible Action – PCPL Security

Oathout went over the security information that was provided in the packet. He will keep the Board updated on security issues.

b) Discussion / Possible Action – City of Stevens Point Downtown Parklet

Oathout went over the parklet information that was provided in the meeting packet. Due to safety and other concerns, the Board did not have a general consensus of support for a parklet on Main Street outside STP.

8. LIBRARY REPORTS and STATISTICS

Circulation:

- Glade met with STP Circulation staff to review procedures for Newspapers, Online Registrations, and several other tasks.
- Last month, New Horizons book club had 8 attendees at 2 sessions. Next week, will be the first in-person session in 2 years. One session will continue on Zoom for now.
- The Women's History Month display generated 150 checkouts. This month's features are Nature, Gardening, and Poetry.
- ILS Committee met April 6th and discussed the possibility of a pilot program for "local holds" status for a portion of new books. This would reserve about half of a library's popular new books for their own, local holds for a set amount of time from initial release. It is similar to the Lucky Day system but appears to be easier to set up and manage. Marshfield initially started testing this as a way to keep all of their new books from immediately being snatched up for other libraries' holds, but other libraries, especially smaller ones, have seen the potential value of doing this system-wide. A workgroup will decide what aspects need to be tested. If approved, testing will be finished and decisions made on how to implement it around the end of 2022.
- The Reading Room is open again, so patrons can browse and check out magazines on their own. Although some magazines continue to drop their print editions, a few titles have been added this year, such as *Bake from Scratch*, *Ellery Queen's Mystery*, *Game Informer*, *Hobby Farms*, and *Military Heritage* magazines.

Reference:

- Fax machine for the public had 26 faxes, but made \$0.
- Danner is getting ready for interviews to fill the open Library Specialist position.

Technical Services (TS):

- Business as usual.
- One employee has been on medical leave, but returns next week.

Branches:

- The Branches held 59 programs in March with 708 participants. Go Grow has had 32 participants. An art reception was held in-person at ROS. Local musicians performed and there were 53 attendees.
- Toys are back out at all Branches and soon the remaining furniture will be out too. Meeting rooms are almost back to normal, instead of being used for storage.
- Storytime began this week at ALM and ROS.
- ROS staff member resigned effective May 6th, after 10 years with PCPL. Hope to be interviewing in April.

Youth Services (YS):

- YS hosted 20 events for 484 live attendees in March.
- YS will be going back to in-person events, with storytimes starting next week, and book club moving to hybrid next month. Advertising will state that all in-person events are "subject to change or cancel based on Portage County & CDC Health Guidelines." All researching and planning for Summer Library Program (SLP), assuming everything would be virtual or outside, now has to change. A SLP outline will be given at the next meeting.
- Staff has also moved some toys and more furniture back out in to the play area. Families have been super excited and it has gotten a lot of use over the past week.
- YS Library Associate position was posted and Ozanich is now scheduling interviews.
- The last Learning Labs staff handed out were pinwheels, and next week will be homemade rock candy kits. Theme for the Teen and Kids Lit Loots this month is memoirs and art and the Scavenger Hunt is bird themed.
- The aquarium has new fish and shrimp.

Director:

Oathout went over the written report that was provided in the meeting packet. Book Sale is back on this year and set for July 15th and 16th. One box of material is ready to be delivered to the Portage County Jail for their collection.

March statistics were provided and trending up at all PCPL Branches.

9. Adjournment

Meeting adjourned by President Buchholz at 5:56 PM.

Respectfully submitted,
Jamie Phillis, Office Supervisor