

PORTAGE COUNTY PUBLIC LIBRARY (PCPL)

Board of Trustees Regular Meeting

May 4, 2022

1. CALL TO ORDER

Director Larry Oathout called the meeting to order at 4:32 p.m. at the Portage County Annex, 1462 Strong's Ave, Stevens Point, WI 54481 and via Zoom Meeting System. Trustees present: Sunshine Buchholz, Chris Doubek, Amanda Freberg, Joan Honl, Liz Peterson, and Holly Petrillo. Member Excused: Deb Knippel. Library staff members in attendance: Charles Danner, Eddie Glade, Larry Oathout, Jamie Phillis, and Alison Wirth. Others present: Nancy Foth, Ginger Keymer and John Pavelski – County Executive.

2. ELECTION OF OFFICERS

Oathout called for nominations for Library Board President. Doubek nominated Sunshine Buchholz to continue as Library Board President. Buchholz accepted. Oathout called two more times for other nominations. None were heard and Oathout closed the nominations. Doubek made a motion to cast a unanimous ballot to seat Buchholz as Library Board President. Freberg seconded the motion, which passed by voice vote. President Buchholz took over control of the meeting.

Buchholz called for nominations for Library Board Vice-President. Doubek nominated Deb Knippel to continue as Library Board Vice-President. Knippel had informed Oathout that she would accept. Buchholz called two more times for other nominations. None were heard and Buchholz closed the nominations. Freberg made a motion to cast a unanimous ballot to seat Knippel as Library Board Vice-President. Doubek seconded the motion, which passed by voice vote.

Buchholz called for nominations for Library Board Financial Secretary. Honl nominated Chris Doubek to continue as Library Board Financial Secretary. Doubek accepted. Buchholz called two more times for other nominations. None were heard and Buchholz closed the nominations. Honl made a motion to cast a unanimous ballot to seat Doubek as Library Board Financial Secretary. Freberg seconded the motion, which passed by voice vote.

3. REVIEW / APPROVAL – MEETING MINUTES OF APRIL 6, 2022

Doubek moved to approve the April 6, 2022 minutes. Honl seconded the motion, which passed by voice vote.

4. ANNOUNCEMENTS AND CORRESPONDENCE

Library Board and staff introductions were made for the County Executive, John Pavelski.

a) Facilities Report

Facilities installed LED “Open” signs at both public entrance doors of the Stevens Point Branch (STP). Staff did general spring cleaning and several storage areas were cleared out. Laura Fuller acquired some surplus shelving from the Stoughton Library for the Rosholt Branch (ROS). South Central Library System (SCLS) will deliver sometime in the next two weeks. Lighting in the Technical Services office at STP was fixed. Discussions continue regarding the AV upgrade for the Pinery Room.

Correspondence, comments and suggestions from the public were as follows: an amazing visit from a patron and a thank you from the Portage County Jail librarian.

b) Trustees Library Branch Visits

None. Honl will go to the Almond Branch (ALM) in May and report at the June meeting.

5. REVIEW FINANCIALS

Phillis stated the total for invoices paid was \$823.32. The April 6, 2022 Procurement Card (P-Card) statement total was \$12,433.93. For the 2022 year-to-date Budget Status Report (BSR) we are 32% spent.

6. PUBLIC NOTICE

None.

7. OLD BUSINESS

a) Discussion / Possible Action – PCPL Operations

Checkouts for April were 15% higher than April 2021. Circulation is 12% ahead of last year. Initial in-person programming numbers have been good. On-site use of Library computers continues to be down from pre-COVID use. Staffing has been the primary focus this month. The Reference Library Specialist and Youth Services Library Associate positions were filled internally, which opened positions in the Circulation (Circ) Department. Open positions include two Circ Aide, one Library Associate at ROS, and one Library Associate at STP.

b) Discussion / Possible Action – Upcoming PCPL 2023 Budget

Oathout stated part of the PCPL budget goes toward phone lines. The County IT Department maintains 26 phone lines at PCPL, STP has 23 lines and the Plover Branch (PLO) has 3 lines. Both ALM and ROS have separate phone lines through local telephone companies. Other IT costs include equipment, SCLS services, and meeting room software.

Petrillo entered the meeting at 5:05pm.

c) Discussion / Possible Action – PCPL Security

Issues at STP with some individual patrons has calmed down. Staff is still implementing ideas and training to combat any future issues. Police do randomly stop by STP to do walk-throughs, as well as K-9 visits.

8. NEW BUSINESS

a) Discussion / Possible Action – PCPL Department Plans

Wirth went over the Technical Services Department Plan, which was included in the meeting packet.

Danner went over the Reference Department Plan, which was included in the meeting packet.

Glade went over the Circulation Department Plan, which was included in the meeting packet.

b) Discussion / Possible Action – Long-Term Accounts Receivable

Oathout went over the long-term accounts receivable information that was provided in the meeting packet. Should the old debt be written off and if so, should a record be kept on that patron or do they start fresh. Going forward, how many years' worth of debt should be carried on accounts. The Board agreed to take some time to think about the issue and discuss again at the next meeting.

9. LIBRARY REPORTS and STATISTICS

Reference:

- Staff organized the Reference areas.
- Library Specialist has been hired, Tiffany Ostrowski.
- Ben Cisewski made a binder of individuals that have been banned from PCPL.
- Fax machine for the public had 11 faxes, but made \$0.

Circulation:

- There is a new Welcome brochure that will be given to people when they get a new library card. It explains library procedures and lingo in simple terms and replaces the brochure-plus-insert.
- Glade is starting the hiring process for two Circ Aide positions and one Library Associate position.
- Glade attended a Ryan Dowd webinar about helping people with mental illness and set up a time for staff to go through the 3-hour core training for "Homelessness in Libraries."
- Last month, New Horizons book club had 19 attendees at two sessions. One session was on Zoom and one was in-person.
- Glade just joined an SCLS workgroup that will define the parameters of the "Local Holds Only" pilot program.
- On April 14, Glade led a tour for the TIL special needs group that meets at the YMCA, and they were excited to see all of the different resources offered at the downtown library.

Technical Services (TS):

- Wirth got the books ready for the County Jail.
- Business as usual.

Branches:

- The Branches held 38 programs in April with 683 participants.
- ROS open position is posted with interviews to be held in May.
- The genre bookmarks are complete with brief author lists for about eight different genres (Mystery, Historical, Science Fiction, Relationship, etc). They are now out at all locations
- Class tours will begin in May at all Branches.
- Staff continues to prepare for Summer Library Program (SLP) and storywalks.

Youth Services (YS):

- YS hosted 28 events for 684 live attendees in April.
- In-person storytimes returned for the first time in two years. Attendance has ranged from 46 to 66, families have been excited.

- Staff continues to organize and move more furniture and decorations out into the YS area and purge old, unneeded items.
- Ozanich recently finished weeding the YA collection, which was busting at the seams.
- Alison Hidde, currently a Circ Aide, will join YS next week.
- Now staff is focused on finalizing the schedule and last details of summer. STP will hold Discovery Days events every Thursday except for two that will be the Teen version, called Teen Time. Storytimes will be held twice every Tuesday, at 10:30 a.m. and 4:00 p.m. Learning Labs, Lit Loots, and Scavenger Hunts will continue like usual. Teen events include SAMA Club (anime/manga) once a month, Dungeons & Dragons twice a month, and Teen Social Hour every Monday. Our Reading Challenges for Preschool Kids, School Age Kids, Teens, and Adults will run like last year, except there will be a paper form that participants can use to keep track of their accomplishments. Flyers and Reading Challenge pamphlet are still in the works.
- The first hybrid Between Reads Book Club meeting was held last night, in the Pinery Room and via Zoom.
- Next month, schools have scheduled field trips to the library. At these trips, new library cards are provided, a presentation of the SLP is given, a story is read or great new books are promoted, a tour is given, and staff helps the kids find and check out books.

Director:

Oathout went over the written report that was provided in the meeting packet. Due to ongoing issues with groups at STP not leaving on time at closing, the meeting room schedule was changed so the public can only reserve a room to 15 minutes prior to closing.

April statistics were given and will be provided in the packet next month. Everything is up from last April, but down slightly from last month.

10. Adjournment

Meeting adjourned by President Buchholz at 6:02 PM.

Respectfully submitted,
Jamie Phillis, Office Supervisor