

PORTAGE COUNTY PUBLIC LIBRARY (PCPL)

Board of Trustees Regular Meeting

June 1, 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: Laura Fuller, Eddie Glade, Larry Oathout, Nicole Ozanich, and Jamie Phillis. Others present: Nancy Foth, Ginger Keymer and Martha Van Pelt – South Central Library System (SCLS) Director.

2. REVIEW / APPROVAL – MEETING MINUTES OF MAY 4, 2022

Doubek moved to approve the May 4, 2022 minutes. Honl seconded the motion, which passed by voice vote.

3. ANNOUNCEMENTS AND CORRESPONDENCE

a) Facilities Report

Facilities is looking at changing some tile at the Plover Branch (PLO). The van at PLO needs to be replaced so the van at the Stevens Point Branch (STP) was taken to PLO. There is money in a reserve account to purchase a new vehicle that will be put in the 2023 Budget to begin the process. STP had some graffiti outside and Facilities removed it.

b) Trustees Library Branch Visits

None. Honl will go to the Almond Branch (ALM) in June.

4. REVIEW FINANCIALS

Phillis stated the total for invoices paid was \$1,118.32. The May 6, 2022 Procurement Card (P-Card) statement total was \$6,981.73. For the 2022 year-to-date Budget Status Report (BSR) we are 39.5% spent.

5. PUBLIC NOTICE

None.

6. OLD BUSINESS

a) Discussion / Possible Action – SCLS Update

Van Pelt updated the Board with what issues SCLS is currently working on, such as figuring out what member libraries should pay for services. The new delivery fee structure will reduce fees for all members, except Dane County. The new building project is on hold because bids for the new building came in much higher than budgeted. It is now cheaper to buy a new building instead of building or continuing to pay rent. Current lease expires May 2023. Marathon County Public Library's recommendation whether to join SCLS should come by the end of the year.

b) Discussion / Possible Action – PCPL Operations

In-person programming and attendance continues to be strong. Several book clubs are meeting hybrid. Staff vacancies have been filled, but one Library Associate (LA) position remains open at PLO. A few SCLS issues to keep an eye on include combining TV series into one case. Currently, each season disc is in its own case. The other issue is Local Holds, which means a new book would stay at the PCPL Branch that purchased the item for a set amount of time. This way, PCPL patrons would be the first to check out the item. One question is if all PCPL patrons have access to each of the four Branch items.

c) Discussion / Possible Action – Upcoming PCPL 2023 Budget

Budget guidelines will be released in July. Most SCLS fees are unknown at this time, but look good for next year. Overdrive fees will increase approximately \$500, but the magazine portion will decrease approximately \$400. Other database fees are unknown at this time.

d) Discussion / Possible Action – PCPL Department Plans

Fuller went over the Branch and Extension Department Plan, which was included in last month's meeting packet.

Ozanich went over the Youth Services Department Plan, which was included in last month's meeting packet.

Oathout went over the Administration Department Plan, which was included in last month's meeting packet.

e) Discussion / Possible Action – PCPL Long-Term Accounts Receivable

One question from last month was how many of the past due fees were for juveniles. Out of the 500, 55 were juvenile accounts. Oathout also went over the PCPL Overdue Notice Overview information that was provided in the meeting packet. The vast majority of overdue notices are sent via email. A suggestion was made to offer an amnesty day and send a letter to patrons with a timeframe to return

all items, fees will be forgiven, and account cleared. Questions still remain around the number of years to carry a past due account. Staff will discuss further and bring more information to the next meeting.

7. NEW BUSINESS

a) Discussion / Possible Action – PCPL Winter Hours

Buchholz asked the Board to think about what information they need to make a decision so staff can come back with it. She also suggested a survey of current patrons because routines may have changed in the last couple years. Oathout agreed. Staff will discuss and gather information to bring back at the next Board meeting.

8. LIBRARY REPORTS and STATISTICS

Branches:

- There were 19 class visits to ALM, PLO, and Rosholt (ROS) branches with 292 students given the Summer Library Program (SLP) intro and tours. ALM had six classes come through in one day. ROS has seen every class at the school 4K through 5th Grade. PLO had four classes today and 12 in total.

Youth Services (YS):

- Spring storytimes were a wild success, with an average of over 57 people in attendance per storytime.
- Next week, the Oceans of Possibilities SLP official begins. It will run for eight weeks. There will be reading challenges on Beanstack and the public can also attend in-person events.

Circulation:

- PCPL has started getting 100 issues of BookPage magazine every month. These feature reviews and promotions for upcoming books and will be free for all library users to take and read.
- ILS Committee met June 1st and approved going forward with the Local Holds/Local Use pilot. Starting July 1st, we will be able to designate some or all new adult fiction books (no more than half of the copies if we have multiple copies) as "local use only" for up to 60 days. This will keep items at the owning library for local holds (or, if no local holds, then on the shelf for walk-in checkout) for the duration, after which they will be switched back to normal and go out for holds at other LINKcat libraries. The pilot will run through the end of 2022, at which point we will evaluate for use going forward.

Reference:

- For security issues, Danner has been working on an instant messaging system for all computers. This way staff can communicate between floors.

Technical Services (TS):

- Wirth is focusing on the TV/DVD Series issue with SCLS.

Director:

Oathout went over the written report that was provided in the meeting packet. The main issue is a discussion with the Village of Junction City would like a Library Branch. It probably will not be possible, but staff is gathering costs. PCPL will not be getting a Social Work Intern from UWSP. Staff will continue to work with Jess Bowers on other options, such as guides.

9. Adjournment

Meeting adjourned by President Buchholz at 6:30 PM.

Respectfully submitted,
Jamie Phillis, Office Supervisor