

PORTAGE COUNTY PUBLIC LIBRARY (PCPL)

Board of Trustees Regular Meeting

October 5, 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, Larry Oathout, and Nicole Ozanich. Others present: Ginger Keymer, John Pavelski – County Executive, and Nathan Stremca.

2. REVIEW / APPROVAL – MEETING MINUTES OF SEPTEMBER 7, 2022

Doubek moved to approve the September 7, 2022 minutes. Honl seconded the motion, which passed by voice vote.

3. ANNOUNCEMENTS AND CORRESPONDENCE

a) Facilities Report

The drinking fountain on the main floor at the Stevens Point Branch (STP) is still out. The front desk camera at STP is operating again. Facilities Department is getting quotes on bottle filling fountains to replace all of the regular drinking fountains. Discussions have resumed on installing a connecting door between the Almond Branch (ALM) and the Village meeting room. It would allow patrons the opportunity to sit and read in that space. A storm window will be installed on the interior of the second floor at STP to combat a leaky window in Danner's office. According to the STP lease, it is County responsibility to keep the surrounding grounds clean. STP custodian has been told to take all abandoned property and dispose of it, which he does a few times per day. He also cleans and blows out the tunnel with a leaf blower.

Correspondence, comments and suggestions from the public were as follows: a patron request for Summer Library Program (SLP) to go into August and a paper option; a patron impressed with PCPL and staff; patron request to add more back to school toys and DC and Marvel books; a patron request to bring back the donated magazine box; thank you letter from United Way for being a drop-off location for Project Fresh Start, along with a thank you drawing from a student that received items.

b) Trustees Library Branch Visits

Honl visited the Plover Branch (PLO) and Tai chi class was in session. Staff gave her a tour and it was spotless, just neat and clean. She was very impressed. Keymer also visited PLO and it was lovely. More staff space than she realized with the storage and office space in the basement. Peterson will visit ALM in November.

4. REVIEW FINANCIALS

Invoices were paid in the amount of \$764.65. The September 6, 2022 Procurement Card (P-Card) statement total was \$7,326.34. For the 2022 year-to-date Budget Status Report (BSR) we are 71.8% spent.

5. PUBLIC NOTICE

Nathan Stremca, student from UWSP, is in attendance to observe for a class.

6. OLD BUSINESS

a) Discussion / Possible Action – PCPL Policy updates

Oathout went over the PCPL Paging Policy and Library of Things (LoT) Policy and Agreement provided in the meeting packet.

Freberg made a motion to approve the PCPL Paging Policy and LoT Policy and Agreement. Peterson seconded the motion, which passed by voice vote.

b) Discussion / Possible Action – PCPL Assessment and Evaluation

The Finance Committee did revise the Assessment and Evaluation at their last meeting. However, nothing has come out from the Finance Department solidifying the form or schedule. Oathout went over the PCPL Physical and Digital materials statistics.

7. NEW BUSINESS

None.

8. LIBRARY REPORTS and STATISTICS

Circulation:

- There is one opening for a Circulation Aide, and have started looking at applications.
- New Horizons Book Club had 16 attendees at two meetings in September. The Central Wisconsin Book Festival had 509 in-person attendees and 83 virtual attendees overall. The eight STP events had 195 attendees, 66 of whom were here to see Najib Azad.
- Circulation Services Subcommittee met September 13th and started working on solutions to make proxy borrowing easier, to make extending hold shelf expiration dates easier, and to develop a better workflow for lost item payments.

- Local Holds Workgroup met October 4th, but not much data has been collected yet. So far it is showing little to no impact on circulation and the time people are waiting to get their holds. They also discussed extending the project and whether to add other items types to the pilot. They reviewed two surveys: one for other Wisconsin libraries and one for LINKcat libraries.
- ILS Committee met October 5th and decided to extend the Local Holds pilot project through February 28 to get more data. They also decided to send the final vote for approving the local holds option to the All Directors meeting in March 2023.
- Six Library staff members spent time at our table at Mid-State Technical College (MSTC) on September 12th and 14th. They let MSTC students know about the programs and services PCPL offers.

Reference:

- LoT is up and running.
- Lit Loot had 44 participants.
- Started doing eraser poetry.
- PCPL now has wireless printing at PLO and STP.
- Fax machine for the public had 38 faxes, but made \$0.

Youth Services (YS):

- Youth Services hosted 25 events for 677 live attendees in September.
- Fall programming is going well. Our storytimes are off to a good start. The morning sessions average 35 attendees while the Tuesday evening ones tend to be about eight. YS hope to spread awareness of that time.
- Dungeons and Dragons for teens has been very successful, while our Manga & Anime Club just is not picking up. Some of the Teen Library Council teens have shown interest in bringing back a teen book club. A poll was sent to see if there is enough interest overall to do that, which would possible replace the Manga/Anime Club. YS ran a successful Teen PageTurners Book Club for many years, but it fizzled out around 2018. Staff is also looking into possibly starting a Pokémon Club.
- YS held the first Teen Late Night in three years last Friday and had 20 teens participate. It was great!
- Last Monday Ozanich presented to the New Mom's Class that meets through Aspirus. It is the first time it was done virtually and was nice to be able to give them a tour of the children's area with the new iPad.

Branches:

- The Branches hosted 52 programs for 603 participants in September. Outdoor storytime at PLO continues to have strong attendance. Rosholt Branch (ROS) storytime is gradually rebuilding. ALM storytime was moved to after school and content was shifted to attract more school children.
- Tai Chi has returned and off to a great start. The beginners group has had more attendance than the advanced group.
- PLO has new dropped ceiling tiles in the staff spaces located in the lower level.
- Due to vacations, death in a family, and COVID, there have been many staff shortages to deal with the last month. Circulation staff helped cover the shortages. ALM had to close last Friday and today and ROS closed yesterday.
- Staff will be working on storage space re-organization, storywalk clean-up, and preparing for next year.

Director:

Oathout went over the written report provided in the meeting packet. September statistics are up about 12.8% over 2021.

Enter into Closed Session pursuant to Wisconsin Statutes 19.85 (1)(c) for the purpose of considering employment, promotion, compensation or performance evaluation of any public employee over which the governmental body has jurisdiction or exercises responsibility, specifically to discuss the annual performance evaluation of the Library Director.

Doubek made a motion to go into closed session to discuss the Library Director annual performance evaluation. Freberg seconded the motion, which passed by voice vote.

Reconvene to Open Session for the purpose of taking action on Closed Session item, if necessary.

Doubek made a motion to go into open session. Freberg seconded the motion, which passed by voice vote.

The Board agreed to place on file a satisfactory performance evaluation for Larry Oathout, Library Director.

Adjournment

Meeting adjourned by President Buchholz at 6:23 pm.

Respectfully submitted,
Jamie Phillis, Office Supervisor