

PORTAGE COUNTY PUBLIC LIBRARY (PCPL)

Board of Trustees Regular Meeting

November 2, 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, Laura Fuller, Eddie Glade, Larry Oathout, Jamie Phillis, and Alison Wirth. Others present: Nancy Foth, Ginger Keymer, and John Pavelski – County Executive.

2. REVIEW / APPROVAL – MEETING MINUTES OF OCTOBER 5, 2022

Knippel moved to approve the October 5, 2022 minutes. Freberg seconded the motion, which passed by voice vote.

3. ANNOUNCEMENTS AND CORRESPONDENCE

a) Facilities Report

The automatic entry door on the parking lot side of the Stevens Point Branch (STP) has been malfunctioning and parts were ordered. Past discussions have taken place on opening the space between the Almond Branch (ALM) and the Village side of the building. A door would be installed so visitors could spread out more. The idea is being revisited. The window replacement project at STP is on hold waiting for the glass to arrive. Estimates are being received to replace all windows on the 2nd floor and quotes are running around \$350,000 due to rebuilding wooden frames. Bids are being sought to replace the drinking fountains at STP with bottle filler stations.

Correspondence, comments and suggestions from the public were as follows: a patron complaint regarding the elevator doors closing too quickly and the fear that someone may get hurt and sue.

b) Trustees Library Branch Visits

None. Peterson will visit ALM in November.

4. REVIEW FINANCIALS

Invoices were paid in the amount of \$404.86. The October 6, 2022 Procurement Card (P-Card) statement total was \$11,550.09. For the 2022 year-to-date Budget Status Report (BSR) we are 79.3% spent.

5. PUBLIC NOTICE

None.

6. OLD BUSINESS

a) Discussion / Possible Action – PCPL 2023 Budget Update

The 2023 Budget was approved at the County Board meeting last night. Employees will receive a cost of living and step increase. Health insurance rates will be going down and there will be a premium holiday for employees for the remainder of 2022. The Salary Schedule is also being studied again to see if the County is paying a fair rate.

b) Discussion / Possible Action – PCPL Assessment and Evaluation

The Finance Director has distributed the prioritization forms with a due date of December 31, 2022. Meeting dates have not been set yet.

7. NEW BUSINESS

a) Discussion / Possible Action – Review Hours of Operation at all Branches

Oathout went over the Current Branch Hours provided in the packet. Current hours seem to be working at all Branches. It is difficult to add hours at one location without taking them from another. A public survey may be taken in the future to see what is needed.

Honl made a motion to approve the current Branch hours as presented. Knippel seconded the motion, which passed by voice vote.

b) Discussion / Possible Action – PCPL 2023 Meeting Dates and Holiday Schedule

Oathout went over the 2023 Meeting Dates provided in the packet and asked if the Board would like to resume traveling to the Branches as listed. The STP meetings will continue to be held at the Annex building due to the remote attendance capability. Buchholz suggested moving the Plover Branch (PLO) meeting from October to September due to the Director evaluation.

Freberg made a motion to approve the 2023 Meeting Dates with modification to move the PLO meeting to September. Knippel seconded the motion, which passed by voice vote.

Oathout went over the 2023 Holiday Schedule that was provided in the packet.

8. LIBRARY REPORTS and STATISTICS

Branches:

- The Branches hosted 52 programs in October with 885 participants.
- The ALM quilting tutorial, in collaboration with Golden Needle Guild, had 11 attendees including adults and children.
- Fuller is assessing shifting needs regarding seating and downsizing at ALM a bit. She is also looking into possible new seating for the YA section at PLO.

Technical Services (TS):

- Wirth is busy with Local Holds and the multi-part DVD implementation.
- She has been packaging, labeling, and cataloging the Library of Things (LoT) items.
- Holiday Book Buy will be starting at the end of November and will run through the beginning of January.
- End-of-year budget wrap up is taking up TS time as well.

Reference:

- Danner is working on the website migration.
- STP has new Wi-Fi.
- Fax machine for the public had 18 faxes and made \$0.46.

Circulation:

- The open Circulation Aide position has been filed. Sumi Schauer will start on November 7th.
- On October 14th, the BadgerLink expert at DPI gave us a virtual presentation on BadgerLink resources. She highlighted several resources, such as "AHFS Consumer Medication Information" and the fact that PCPL can get *same-day* articles from national newspapers on U.S. NewsStream.
- New Horizons Book Club had 14 attendees at two meetings in October.
- Local Holds Workgroup met November 1st to discuss survey results sent to the other Wisconsin library systems. Several of them have a Lucky Day collection or something similar. Some of them show those items on the public catalog, but only a couple have those local-use items fill holds. Survey results sent to SCLS libraries found that opinions are still split. One recurring complaint was that people were not able to place holds on Local Use items on their own. On the other hand, several libraries reported that patrons were happy about having the selection of new books on their shelves. The group discussed various ways of using the local hold functionality in order to present multiple options to the All-Directors meeting.

Youth Services (YS):

- YS hosted 39 events for 1,184 live attendees in October.
- Ozanich met with other SCLS YS librarians online to discuss the Beanstack contract, what everyone is doing for fall programming, and the upcoming annual workshop.
- Tuesday evening storytimes are still smaller in attendance, but they are getting better. The hope is to keep advertising and getting new families to come. Staff has been planning out a possible future Pokémon Club, and Ozanich is also starting discussions about funding for Learning Labs and Lit Loot for next year, as well as what a possible partnership with Worzalla may look like.
- The survey for a possible teen book club did not show enough interest to start it, although the Teen Library Council members are adamant that they want it. Staff may try the survey again and expand the advertising scope.
- YS participated in last Friday's Healthy Hoedown event hosted by the Children's Museum, by providing a spooky scavenger hunt. Staff looks forward to more collaboration now that a former employee, and a current employee, both work there.
- Ozanich is focusing on year-end purchasing, including selecting materials for the Holiday Book Buy and an Izaak Walton grant (for youth environmental focused books). She is researching teen and toddler furniture for a grant request for the Library Foundation. Staff is also planning for the next Teen Late Night, prepping for NaNoWriMo (National Novel Writing Month) events, and getting ready for the Santa event taking place during the Holiday Parade. The fish tank needs to be replenished after the fish-apocalypse.

Director:

Oathout went over the written report provided in the meeting packet. PCPL will be featured as the business of the month with a display at the Associated Bank in December. PCPL will create a leaflet to attach to the City of Stevens Point welcome packet for new residents.

October statistics are also up about 12% over 2021, with books being 77% of checkouts.

9. Adjournment

Meeting adjourned by President Buchholz at 5:36 pm.

Respectfully submitted,
Jamie Phillis, Office Supervisor