

PORTAGE COUNTY PUBLIC LIBRARY (PCPL)

Board of Trustees Regular Meeting

December 7, 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, and Holly Petrillo. Member Excused: Liz Peterson. Library staff members in attendance: Laura Fuller, Larry Oathout, Nicole Ozanich, Jamie Phillis, and Alison Wirth. Others present: Ginger Keymer, Ashlyn Spaulding – Student, Cyndi – Stevens Point Resident, Liam Enright – Social Work Intern, and Martha Van Pelt – South Central Library System (SCLS).

2. REVIEW / APPROVAL – MEETING MINUTES OF NOVEMBER 2, 2022

Doubek moved to approve the November 2, 2022 minutes. Honl seconded the motion, which passed by voice vote.

3. ANNOUNCEMENTS AND CORRESPONDENCE

a) Facilities Report

The Plover Branch (PLO) van is going to auction and the search for a replacement is underway. Bids for the drinking fountains at the Stevens Point Branch (STP) came in high because digging may be involved for installation. No loitering signs have been placed near both ends of the tunnel outside at STP. So far, it has helped alleviate some of the garbage issue. The County and Village of Plover are moving closer to a new lease for PLO. The current lease ends December 31, 2023. PLO parking lot fixtures have been replaced and painted.

Correspondence, comments and suggestions from the public were as follows: a patron thank you for the use of the PLO meeting room; and a request for snacks and sides in Youth Services (YS) at STP.

b) Trustees Library Branch Visits

Oathout reported that Peterson visited the Rosholt Branch (ROS) and found it to be a delightful experience. She received a tour and feels staff are doing a great job. Buchholz and her son will do Branch visits in December to deliver snacks and purchase Holiday Gift Buy items.

4. REVIEW FINANCIALS

Invoices were paid in the amount of \$1,349.22. The November 7, 2022 Procurement Card (P-Card) statement total was \$14,135.69. For the 2022 year-to-date Budget Status Report (BSR) we are 87% spent.

5. PUBLIC NOTICE

Ashlyn Spaulding, UWSP Groups Class student, she is just observing. Liam Enright, social work intern from UWSP. Cyndi is a Stevens Point resident just observing.

6. OLD BUSINESS

a) Discussion / Possible Action –SCLS Update

Van Pelt reported that SCLS closed on their new building. They will be moving headquarters to the new location Memorial Weekend 2023. They visited all of their member libraries this year and reports are posted on the SCLS website. In 2021, SCLS hosted a series of webinars introducing Social Work in Public Library settings. A survey was sent to member libraries to collect information on their social service needs.

b) Discussion / Possible Action – UWSP Social Work Intern

Liam Enright introduced himself and is excited to take part in this new field of Social Work in libraries. He will be doing 20 hours per week starting the beginning of January and will visit all the Branches.

c) Discussion / Possible Action – PCPL Policy Updates

The current Unattended Items Policy and an example from another library's policy were provided in the packet. Some people tend to bring many items into the Library, lay them out blocking pathways, and leave them unattended for periods of time. The intent of the policy is to make a safe environment for all Library users. Staff is still discussing the topic and the draft policy will come to the Board early next year.

d) Discussion / Possible Action – PCPL Assessment and Evaluation

Oathout went over the six areas PCPL will target: physical materials, physical space, digital materials, programming, SCLS, and technology.

7. NEW BUSINESS

a) Discussion / Possible Action – PCPL 2023 Planning

Oathout went over the Admin Team 2023 Priorities that were provided in the packet.

8. LIBRARY REPORTS and STATISTICS

Branches:

- The Branches hosted 63 programs in November with 842 participants. The Masquerade Ball had 71 attendees at PLO.

- ROS Walking pens are back. ROS patrons request a map and pen, and then follow the map; press the pen to the map on that location, and the audio will play a story about that area. Items have to be used in Rosholt because the pens are expensive.
- Fuller went to an SCLS workshop with Ozanich and watched a webinar on Grant Writing that was very good.
- Fuller met with Katherine, age 16, regarding her wishes to become a librarian and to set up possible volunteer opportunities.
- Upcoming programs include Gingerbread Houses and Watercolor classes.

Technical Services (TS):

- Holiday Gift Buy is up and running at STP and five items have already been purchased. Display will be up until January.
- End-of-year budget wrap up and beginning new-year start-up is taking up TS time as well.

Youth Services (YS):

- Youth Services hosted 40 events for 1,633 live attendees in November.
- Ozanich and Roloff attended the Wisconsin Library Association Conference in Lake Geneva. They came away with some tips and tricks, but mostly learned that PCPL is doing similar or better than many other places.
- Ozanich attended the Library Foundation meeting on November 10th and requested up to \$9,000 to purchase new furniture for young children in the play area of YS, and for teens in the YA space on 2nd floor. It was approved.
- SCLS's annual Youth Programming Workshop was November 11th. The Cooperative Children's Book Center (CCBC) talked about material challenges and Ozanich would like to implement changes in the PCPL policy and other areas.
- YS provided a Santa Event during the Holiday Parade downtown. Santa and Mrs. Claus entertained the crowds from the Pinery Room windows, and Teen Library Council members handed out candy and collected letters to Santa. YS interacted with 474 people. The trivia themed Teen Late Night on the 18th went well.
- Holiday Gift Buy and Mitten Tree are set up. Winter outdoor gear collected will be donated to Operation Bootstrap. Santa display was changed in the Pinery Room window into another I-Spy display. That will be up into January.
- The first Gingerbread House event since 2019 will happen on December 20th. There will be three sessions, for 100 kids. During winter break there will be introductory Pokémon card game sessions. Changes for 2023 include swapping SAMA Club for Pokémon Club, and moving the Tuesday 4:30 p.m. storytime to 10:30 a.m. and bringing back special Saturday storytime events.

Reference:

- Library of Things continues to grow and people have expressed excitement.
- Ben Cisewski and Diane Casselberry did much work for the Business of the Month display at Associated Bank.
- The website has migrated, mostly without problems.
- Danner is investigating options for cameras at PLO.
- Fax 17 people for \$0.00 dollars for us for the month.

Circulation:

- Glade is reviewing applicants for our latest open Circulation Aide position.
- Circulation Desk staff members watched two NoveList genre webinars in the last two weeks.
- New Horizons Book Club had 14 attendees at two meetings in November.
- Circulation Services met November 8th and discussed various upgrades in the BiblioVation/LINKcat software, including online patron registration and a way for patrons to export their reading history.
- ILS Committee met December 7th and discussed the proposal to vote on the Local Holds question in ILS committee instead of sending to All-Directors. The precedent is only questions affecting fees should go to All-Directors. Also, the cluster representation system is built to find consensus, and SCLS would prefer a solution that works for everyone, not just the weighted majority.
- Janet Schroeder and Carol Kerske did a great job planning the magazine order for next year. Since various magazines' ceased publication, several new ones were ordered, including *The Artist's Magazine*, *Do It Yourself*, *Food and Wine*, and *Magnolia*.

Director:

Oathout went over the written report provided in the meeting packet.

November statistics overall are up almost 10% over last year. Physical items alone are up 11% over last year. Technology use was up a bit too. Teen programs and volunteer numbers are also growing. Meeting and study room usage was very strong once again.

9. Adjournment

Meeting adjourned by President Buchholz at 5:48 pm.

Respectfully submitted,
Jamie Phillis, Office Supervisor