

PORTAGE COUNTY PUBLIC LIBRARY (PCPL)

Board of Trustees Regular Meeting

January 4, 2023

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 Liz Peterson. Member Excused: Holly Petrillo. Library staff members in attendance: Charles Danner, Eddie Glade, Laura Fuller, Larry Oathout, and Jamie Phillis. Others present: Ginger Keymer and John Pavelski – County Executive.

2. PUBLIC NOTICE

None.

3. REVIEW / APPROVAL – MEETING MINUTES OF DECEMBER 7, 2022

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

4. ANNOUNCEMENTS AND CORRESPONDENCE

This will be Deb Knippel's last Board meeting as her time has expired, so a replacement will be needed. Liz Peterson still needs to have her reappointment approved. The February meeting may be missing two Board members. There is one applicant for the open position.

Correspondence, comments and suggestions from the public were as follows: a thank you from Jennifer Trelka at the Portage County Jail for the selection of book PCPL provided them; and a patron thank you for the use of the Rotary Room.

a) Facilities Report

At the Stevens Point Branch (STP), a large glass window in Danner's office was installed over the existing window to help with the draft. The PCPL van that was at the Plover Branch (PLO) had been sold for \$1,525. Corporation Counsel is working on updating the PLO lease with the Village. Oathout and Pavelski have been discussing the STP lease that expires at the end of 2024.

b) Trustees Library Branch Visits

Buchholz and her son delivered staff treat baskets in December to STP and PLO. Knippel visited the Rosholt Branch (ROS) and the Almond Branch (ALM). She had nice visits with staff and discussed wish list items. At ROS, she visited with staff and helped with the Gingerbread House program. Buchholz asked if monthly Branch visits should continue since Board meetings will resume at all Branches in 2023. Oathout thought it was good for Board Members to make impromptu visits. Doubek suggested a tour at each Branch during the first meeting back.

5. REVIEW FINANCIALS

Invoices were paid in the amount of \$2,245.28. The December 6, 2022 Procurement Card (P-Card) statement total was \$8,779.29. For the 2022 year-to-date Budget Status Report (BSR), as of December 29, 2022 we are 95.3% spent. As of January 4, 2023, we are 98.5% spent.

6. OLD BUSINESS

a) Discussion / Possible Action – PCPL 2023 Department Planning

Glade went over the Circulation Department Plan included in the meeting packet. Fuller went over the Branch and Extension Department Plan included in the meeting packet. Danner went over the Reference Department Plan included in the meeting packet.

b) Discussion / Possible Action – PCPL Assessment and Evaluation

Oathout went over the six categories PCPL will target: physical space, physical materials, South Central Library System (SCLS), digital materials, computers, and databases. Peterson asked about staff. Oathout replied this is programs only. Staff is needed to run the programs.

7. NEW BUSINESS

a) Discussion / Possible Action – Resolution Adopting and Enacting Revisions to Section 3.1.48c of the Code of Ordinances by Amending Public Comment Provisions

Doubek stated for the old process, a motion and a second was needed before a member of the public could comment on an agenda item. With the new process, public can comment on any agenda item at the beginning of a meeting without the need for a motion or second. The Board Chair can make exceptions during the meeting.

b) Discussion / Possible Action – 2022 PCPL Budget Carryover Request

Doubek made a motion to submit a 2022 Budget Carryover Request to the County Finance Department for any remaining funds to be put into the 2023 PCPL Budget. Freberg seconded the motion, which passed by voice vote.

c) Discussion / Possible Action – 2022 PCPL Overview

Circulation was up about 12.5% over 2021. All areas of PCPL opened up fully in 2022. Adjustments were made throughout the year for programming. There was an upswing in patron behavior that increased security measures. It was a good, but challenging year.

8. LIBRARY REPORTS and STATISTICS

Circulation:

- A new Circulation Aide will be starting soon, which will bring STP back to full staff.
- In December, STP circulation staff met to review shelving and shelf-reading basics.
- New Horizons Book Club had 12 attendees at two meetings in December.

Reference:

- Staff is launching a year-long reading program for adults. They will read a book that matches a chosen theme and have a chance to win a prize. Participants completing 5, then 10 months of challenges will win a free book. Entries are submitted online or in person.
- Fax had 59 people for \$0.89 for the quarter.

Branches:

- The Branches hosted 56 programs in December with 576 participants. The Gingerbread House programs had 86 attendees between PLO, ALM, and ROS.
- Fuller is welcoming and training a teen volunteer.
- Upcoming programs include a Puppy Pawty with trained poodles at all three Branches. Watercolor Classes have been brought back to PLO and the first one is more than half full.

Youth Services (YS):

- Youth Services hosted 37 events for 964 live attendees in December.
- Ozanich attended the monthly SCLS YS meeting and discovered that Beanstack may only be available through March of 2023. This leaves summer programming up in the air. The DPI has paid for all WI public libraries to use it the past three years.
- STP held its first Gingerbread House program since 2019 and it went very well. There were 160 total participants. The first double LEGO Club went well, and both sessions for this week are almost full. Staff decided to offer a second session.
- Last week four learn-to-play-Pokémon sessions were offered. They were all full and went wonderfully. These were teasers for the monthly event that officially begins on January 16th.
- Holiday Book Buy display ran out of books so quickly that another order was placed and those books sold pretty well too.
- YS had three Bannach 2nd grade classes visit, so staff provided stories, tours, and helped check out their first books.
- Staff are always working on new booklists and updating old ones. The "Jump Into Chapter Books" is an updated version, and the *Heartstopper* and *Wings of Fire* pamphlets are new. Examples were shared with the Board.
- Next week storytimes begin with the new Tuesday time of 10:30 a.m. The first special Saturday event will be February 4th.

Technical Services (TS):

- Holiday Gift Buy has gone well. As of December 31st, 74 out of 104 items were sold. The display will stay up until the end of this week, but has been moved down to YS. A patron has already offered to purchase all items remaining at end of sale.
- Wirth sent another batch of books to the County Jail. She is trying to keep their collection as updated and fresh as possible.
- The 2022 Materials budget spending is wrapped up and staff have moved on to spending the 2023 Materials budget. Karyn Tank is working on setting up 2023 funds in GetIt (the acquisitions module in Bibliovation).
- Wirth will start working more with the Law Library materials. Materials are up on the shelves in the Reading Room and they will be sorted, labeled, and put in the catalog.

Director:

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

December statistics were not yet available from SLCS. The Boys and Girls Club now has a Youth Homeless Navigator that works with homeless youth up to the age of 24. She may meet with the PCPL Social Work Intern to see how they can work together.

The Board thanked Deb Knippel for her time and work with PCPL over the years.

9. Adjournment

Meeting adjourned by President Buchholz at 5:48 pm.

Respectfully submitted,
Jamie Phillis, Office Supervisor