

PORTAGE COUNTY PUBLIC LIBRARY (PCPL)

Board of Trustees Regular Meeting

February 1, 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, and Holly Petrillo. Library staff members in attendance: Charles Danner, Eddie Glade, Laura Fuller, Larry Oathout, Nicole Ozanich, Jamie Phillis, and Alison Wirth. Others present: Liz Peterson, Ginger Keymer, Nancy Foth, Jim Riggerbach, Ellen Riggerbach, Stephen Kiba Freeman, and John Pavelski – County Executive.

2. PUBLIC NOTICE

Jim and Ellen Riggerbach registered to speak on agenda item #6c, Almond Branch Renovation Option.

3. REVIEW / APPROVAL – MEETING MINUTES OF JANUARY 4, 2023

Honl made a few minor corrections on the second page. Doubek moved to approve the January 4, 2023 minutes with corrections. Freberg seconded the motion, which passed by voice vote.

4. ANNOUNCEMENTS AND CORRESPONDENCE

Correspondence, comments and suggestions from the public were as follows: a patron in Youth Services is asking for more activity and events, fossils, and more fish in the fish tank.

a) Facilities Report

Funding has been approved to upgrade the AV Equipment in the Pinery Room at the Stevens Point Branch (STP). Work has begun on the drinking fountains at STP, but the new equipment still needs to be installed. Corporation Counsel has made revisions in the Plover Branch (PLO) lease document. Some HVAC issues at STP only affecting a few areas of the building are being investigated.

b) Trustees Library Branch Visits

None.

5. REVIEW FINANCIALS

Invoices were paid in the amount of \$16,819.02. The December 31, 2022 Procurement Card (P-Card) statement total was \$8,692.13 and the January 6, 2023 P-Card statement total was \$414.18. For the 2023 year-to-date Budget Status Report (BSR), we are 6.6% spent. There was approximately \$1,000 left for expenses in the 2022 Budget.

6. OLD BUSINESS

a) Discussion / Possible Action – 2022 PCPL Overview

Oathout reviewed the 2022 Quick-Glance Statistics that was included in the meeting packet. Curbside is still offered at all Branches, but usage is way down. Overall, it was a good year.

b) Discussion / Possible Action – 2023 PCPL Department Planning

Wirth went over the Technical Services Department Plan included in the meeting packet. Ozanich went over the Youth Services Department Plan included in the meeting packet.

c) Discussion / Possible Action – Almond Branch Renovation Option

Oathout went over the map of the Almond Branch (ALM) included in the meeting packet. The proposal would be to put a door between ALM and the Almond Village Hall to allow access to more space. He went over the pros and cons of the proposal. Questions were raised on public comment, staff thoughts, and costs. The plan is to survey the public, staff mostly like the idea, but see some issues, and costs are unknown at this time. Ellen Riggerbach commented in support of the proposal and the need for the space in the community. She thought fundraising could help with the costs, but support from the PCPL Foundation Board of Directors may be needed. Pictures of ALM were shared.

Petrillo made a motion to pursue the next step in the process and move the proposal forward to the Village of Almond at one of their upcoming Board meetings. Freberg seconded the motion, which passed by voice vote.

d) Discussion / Possible Action – Library Board Appointments

Peterson, Doubek, and Honl will be renewed for three-year terms ending January 31, 2026. A replacement for Knippel is still being sought.

7. NEW BUSINESS

a) Discussion / Possible Action – WI Department of Public Instruction Public Library Annual Report

Doubek made a motion for Buchholz to review and sign the completed Annual Report, with Board review in March. Petrillo seconded the motion, which passed by voice vote.

8. LIBRARY REPORTS and STATISTICS

Technical Services (TS):

- TS staff is working on projects from the Department Plan.
- Material purchases for 2023 have begun.

Branches:

- The Branches hosted 61 programs in January with 739 participants. The Watercolor Classes had four sessions for 50 attendees between PLO, ALM, and ROS. The Puppy Pawty had three sessions for 90 attendees between PLO, ALM, and ROS.
- Upcoming programs include "Palentine" events and a seed savers exchange.

Youth Services (YS):

- Youth Services hosted 31 events for 1076 live attendees in January.
- Family Storytimes have been well attended, averaging 35 people per event. The first official Pokémon Club sessions went extremely well, with 31 people. Dungeons & Dragons continues to have a strong following with 32 attendees for two sessions.
- The Winter Wonderland I-Spy window display is down and hope to do one this summer. YS collected donations of new winter gear, like hats and mittens, and have brought them to Operation Bootstrap.
- Ozanich and others met with representatives from Worzalla Publishing. They will provide \$2,000 to sponsor Lit Loot programs for kids, teens, and adults for 2023. They also provided more paper Lit Loot bags and adult books to use as prizes.
- Ozanich met with the rest of the Social Media Committee to refresh strategies and move forward with a more coordinated effort.
- The latest booklist pamphlets include *For Fans of "I Survived,"* and modern reads recommended *For Fans of the Classics*.
- The first special Saturday event will be Saturday, February 4th. Spring break week is mostly planned, and have been focusing on strategies for visiting schools in May and planning Summer Library Program.

Circulation:

- Newly hired Circulation (Circ) Aide, Dan Castle, is doing well. Kim Check, one of PCPL most experienced Circ Aide's, will be leaving to pursue other opportunities. So, the hiring process will begin again.
- On January 26th, Glade met in person with the Circ Library Specialist and all three Circ Library Associates for the first time since 2020. They reviewed how to use the projector and speaker systems in the Pinery Room and did some planning.
- Glade attended several sessions of the Wild Wisconsin Winter Web Conference on January 25th and 26th.
- New Horizons Book Club had 14 attendees at two meetings in January.
- The "Nordic Noir" and "New Beginnings" displays led to 40 checkouts in January. This month will feature "Black History Month" and "Tropical Getaway" selections.
- Glade ran a weeding report for the Graphic Novels for the first time since adding the section. There were only seven items that were never checked out since 2020, which indicates that demand for this format will continue to grow.

Reference:

- The year-long reading program for adults had 64 participants in January.
- Blind Date with a Book will be going through February.
- Reference display generated 122 checkouts.
- Tax forms continue to arrive and are available to the public at all Branches.
- New computers are being installed and access points at STP will be updated.
- Fax had 17 people for \$0 for the month.

Director:

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

January statistics were not yet available from SLCS. The PCPL Social Work Intern had his first meeting today and will hold regular office hours. He will attend a future Board meeting to report on his work.

9. Adjournment

Meeting adjourned by President Buchholz at 6:02 pm.

Respectfully submitted,
Jamie Phillis, Office Supervisor