

PORTAGE COUNTY PUBLIC LIBRARY (PCPL)

Board of Trustees Regular Meeting

March 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, Liz Peterson, and Holly Petrillo. Library staff members in attendance: Eddie Glade, Laura Fuller, Larry Oathout, Nicole Ozanich, Jamie Phillis, and Alison Wirth. Others present: Ginger Keymer, Jess Bowers, Liam Enright, Deb Knippel, and John Pavelski – County Executive.

2. PUBLIC NOTICE

None.

3. REVIEW / APPROVAL – MEETING MINUTES OF FEBRUARY 1, 2023

Doubek moved to approve the February 1, 2023 minutes. Honl seconded the motion, which passed by voice vote.

4. ANNOUNCEMENTS AND CORRESPONDENCE

Oathout reviewed the 2022 Highlights Brochure and Portage County Gazette article on the parachute program at the Stevens Point Branch (STP). Correspondence, comments and suggestions from the public were as follows: more live animals; Rainbow High Dolls; more activities; more play toys; paper and pencil sign-up sheet for Lego event; snacks; Sunday hours; headphones for computers; and elevator issues.

a) Facilities Report

The Plover Branch (PLO) fire alarm system was having issues, but it has been fixed. The PLO lease is being drafted. The drinking fountain project at STP is on hold. County IT did a walk-through of the Pinery Room to look at the AV installation for hybrid meetings. The walls will need some insulation due to the reverb in the room. Community groups will be able to use the new system, with some restrictions.

b) Trustees Library Branch Visits

Honl visited the Youth Services area at STP and was very impressed. She spoke with staff and excited about the variety of things to do.

5. REVIEW FINANCIALS

Invoices were paid in the amount of \$40,548.69. The February 6, 2023 Procurement Card (P-Card) statement total was \$5,519.09. For the 2023 year-to-date Budget Status Report (BSR), we are 15.7% spent.

6. OLD BUSINESS

a) Discussion / Possible Action – Social Work Intern

Liam Enright, PCPL Social Work Intern, reported on what he has been doing. He holds office hours on Mondays and Wednesdays, meets with clients, and collects resources from around the community. It is going well. Most of the issues are based on housing, transportation and employment. He assesses a client's needs and drafts a plan. Jess Bowers, UWSP Social Work Professor, has been working with the South Central Library System (SCLS) for the past year to get Social Work Practicums in place. Each library will have different needs and everyone is learning as things progress.

b) Discussion / Possible Action – WI Department of Public Instruction (DPI) Public Library Annual Report

Oathout went over the Public Library Annual Report included in the meeting packet. It was signed by Buchholz and submitted to SCLS.

c) Discussion / Possible Action – Policy Update

The Animal Policy needs to be revised to reflect current law. The item is postponed until next month.

7. NEW BUSINESS

a) Discussion / Possible Action – Upcoming PCPL 2024 Budget

The 2024 Budget Calendar has been released by the Finance Department. Oathout went over the schedule.

b) Discussion / Possible Action – PCPL Hours

Suggested summer schedule is Monday 9am to 8pm, Tuesday through Friday 9am to 6pm, and Saturday 9am to 1pm. Oathout informed the Board that PCPL will be a bit short staffed due to spring break vacations. If any staff scheduled becomes ill, it may be an issue and the schedule may be adjusted on short notice. He will contact Buchholz, if needed.

Honl made a motion to set the PCPL Summer Schedule as presented. Petrillo seconded the motion, which passed by voice vote.

c) Discussion / Possible Action – Appointment of PCPL Board of Trustees Member to the PCPL Foundation Board of Directors (to replace Deb Knippel)

The Foundation Board meets approximately three times per year. Liz Peterson volunteered.

Doubek made a motion to appoint Liz Peterson to the PCPL Foundation Board of Directors. Honl seconded the motion, which passed by voice vote.

8. LIBRARY REPORTS and STATISTICS

Technical Services (TS):

- Wirth has been prepping for Youth Art Month in March. Portage County schools will display artwork around STP.

Circulation:

- A new Circulation Aide has been hired and will start next Monday.
- Five staff members participated in NoveList's newest "Crash Course in Science Fiction" webinar on February 7th. Glade attended a county-sponsored training on February 28th that provided ideas on hiring and retention based on the outlook and needs of Millennial and Gen Z employees.
- New Horizons Book Club had 16 attendees at 2 meetings in January.
- Jenifer Bolman has started doing more social media posting for new books and book displays.
- The Local Holds Workgroup has finalized the proposal for continuing to allow libraries to use the "local hold" category. The ILS Committee will make the decision at its April meeting. Although PCPL supports other libraries' being able to use it, PCPL is not continuing Local Holds now that the trial is over. The current technology and other restrictions do not make it a good fit for regular new books or the Lucky Day collection.

Branches:

- The Branches held 56 programs in February for 690 participants.
- Valentines were made at PLO and Rosholt Branch (ROS) and shared with homebound patrons.
- Grant visited four Head Start classes at Crossroad Commons, two 4K classes at Almond School, and three (4K and 5K) classes at Rosholt School for a total of 126 kiddos.
- Fuller sat in with ROS Social Hour to discuss collection development, at their request.
- SCLS cancelled Delivery days will really impact circulation stats for any of the Branches.
- Summer Library Program (SLP) planning and rep work continues, as well as programs and school visits.

Youth Services (YS):

- The fish tank is back and set up with new fish. The plan is to bring back the computer with live streams of animals.
- Youth Services hosted 38 events for 1,216 live attendees in February.
- Ozanich met with other local organizations who are trying to organize a "family resource fair" of booths at the Levitt Amp Concerts in Pfiffner Park on Thursday nights this summer. It's a good chance to promote PCPL to the community. She also attended a Teen Services meeting and provided a presentation and live virtual tour to a New Mom's Class.
- The last Teen Late Night went well with 21 attendees. The theme was Winter Beach Party and activities included beach ball volleyball, a sand castle competition, a blind-folded puzzle team icebreaker, and of course, hide-and-go-seek.
- DPI may be purchasing Beanstack again for WI libraries to use for the next two years. YS has a general outline of the programming to provide for SLP and Summer Reading Challenges are being modified. Staff picked out their favorite kids furniture pieces and did some measuring, so those will be ordered soon.

Reference:

- Fax had 7 people for \$0 for the month.
- The year-long reading program for adults had 74 participants in February; 60 from STP, 10 from PLO, 3 from ROS, and 1 from ALM and 58 are doing it online.
- Blind Date with a Book generated 176 checkouts.
- Adult Lit Loot had 46 participants and it sold out within three hours.

Director:

Oathout went over the written report provided in the meeting packet. February statistics were not yet available from SLCS.

The next meeting will be held at PLO and will be in-person only.

9. Adjournment

Meeting adjourned by President Buchholz at 5:43 pm.

Respectfully submitted,
Jamie Phillis, Office Supervisor