

PORTAGE COUNTY PUBLIC LIBRARY (PCPL)

Board of Trustees Regular Meeting

May 3, 2023

1. CALL TO ORDER

President Sunshine Buchholz called the meeting to order at 4:35 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: Sam Lang, Martha Van Pelt – SCLS System Director, Nancy Foth, Scott Roberts, Brad Barthel, Jean Roberts, Claire Meany, Katherine Barthel, Molly Roberts, and John Pavelski – County Executive.

2. PUBLIC NOTICE: Members of the public who wish to address the Board of Trustees on specific agenda items must register their request at this time, with such comments subject to the reasonable control of the President as set forth in Robert's Rules of Order

Public comment was given by Scott Roberts on agenda item #7a Mission and Vision Statements.

3. REVIEW / APPROVAL – MEETING MINUTES OF APRIL 5, 2023

Doubek moved to approve the April 5, 2023 minutes. Honl seconded the motion, which passed by voice vote.

4. ANNOUNCEMENTS AND CORRESPONDENCE

Sam Lang, District 9 Alderperson, is the new Common Council Liaison. He was introduced.

a) Facilities Report

The new drinking fountains have been installed at the Stevens Point Branch (STP). They are on each floor. Facilities workers moved some cabinets from the Plover Branch (PLO) kitchen to the staff room. A small ceiling leak in the lower level at STP was fixed.

Correspondence and suggestions from the public included a thank you to Charles; great place and staff extremely friendly; PLO patron requests for children to be under parent account in the app and a TV with game console and games for people to try out.

b) Trustees Library Branch Visits

Doubek visits STP at least once a week and sees people using the services. The children's area always seems to be a busy place.

5. REVIEW FINANCIALS

Invoices were paid in the amount of \$1,281.20. The April 6, 2023 Procurement Card (P-Card) statement total was \$9,245.75. For the 2023 year-to-date Budget Status Report (BSR), PCPL is 32.1% spent.

6. OLD BUSINESS

a) Discussion / Possible Action – SCLS / May Service Outage Update

South Central Library System (SCLS) outage will effect PCPL operations. Public computers will be unavailable. STP will move some staff computers to the County network, but the Branches will be completely down. If there is no network by May 30th, the Branches may close.

Martha Van Pelt updated the Board on SCLS happenings such as the location move, copier issues during Summer Library Program (SLP) flyer printing, and furniture giveaways due to the move.

b) Discussion / Possible Action – Social Work Intern Update

Liam Enright is almost done, but the next intern, Jordan Daye, starts May 23rd. There was a story about the Social Work Intern on Channel 7.

c) Discussion / Possible Action – Plover Branch and Stevens Point Branch Lease Negotiations Update

PLO lease expires at the end of this year and is being reviewed by the Village and Corporation Counsel. STP lease expires at the end of 2024. Discussions on updates to the current STP building and options where to move, if needed, have taken place. Space and Properties Committee discussed 1039 Ellis Street as being a possible location for STP.

d) Discussion / Possible Action – Almond Branch (ALM) Renovation Option Update

The Village of Almond Trustees raised concerns on who has access to the space and when, liability, electrical jacks, and the lack of a lease. More discussion around the proposal is needed, so a plan will be drafted and taken back to the Village. A lease will come at a later date.

7. NEW BUSINESS

a) Discussion / Possible Action – Portage County Public Library Mission and Vision Statements

The Board agreed to look at possible edits to the PCPL Mission and Vision Statements. Shawn Brommer at SCLS helps libraries with Strategic Plans and Oathout will contact her for suggestions before moving forward.

b) Discussion / Possible Action – Revisions to the Portage County Public Library Employee Handbook Dress Code

Oathout went over the PCPL Handbook Dress Code revisions that were included in the packet. A few minor edits were suggested.

Doubek made a motion to approve the Dress Code with changes. Peterson seconded the motion, which passed by voice vote.

8. LIBRARY REPORTS and STATISTICS

Branches:

- The Branches held 52 programs in April for 683 participants.
- Angry Peeps Program had 35 attendees at PLO, ALM, and Rosholt Branch (ROS). Patrons built catapults to fling peeps.
- StoryWalks are back up and five titles will circulate between PLO, ALM, and ROS until September.
- Branch staff assembled a Media Kit Folder for organizations to share or discuss the information at one of their meetings.
- Plover Headstart children will display their hand made stepping stones along PLO's walking path in late May.
- School Visits begin in May.

Youth Services (YS):

- YS hosted 39 events for 1,239 live attendees in April.
- Ozanich had many meetings in April including a Beanstack meeting to discuss a way to connect with schools, SCLS YS and Teen check-in meeting and the YS department meeting.
- The latest Teen Late Night went well. It was a Bob Ross-style painting night called "Art Attack," but there was also hide-n-go-seek. YS also hosted a Teen Library Council only Late Night, which YS does every April.
- UWSP hosted a panel presentation and discussion called "Resisting Censorship: The Rise of Banned Books and the Importance of Protecting the Freedom to Read and Learn," and Ozanich was part of the panel.
- School visits are in full swing. Last Friday staff visited two schools, presenting to 5th graders at McDill. Ozanich and Glade hosted a table at Jefferson's Family Trivia Night. This week there are two schools taking field trips to the Library. Staff provides them with new Library cards, stories, a presentation on the SLP, tours, and helps them find and check out books. Staff is also doing three presentations in two different schools this week. So far, there are 21 scheduled outreach events in May.

Technical Services (TS):

- Next week Wirth will attend a Linking User Group meeting for all staff involved in cataloging.
- Wirth has been involved in discussions with Chris Baker from the Wisconsin Department of Public Instruction on starting a Games and Learning cohort.

Circulation:

- Glade just concluded interviews for the one open Circulation Aide position.
- New Horizons Book Club had 17 attendees at two meetings in April.
- Angeline Bouleley, author of *Firekeeper's Daughter*, will be doing a virtual appearance as the opening author of the Central Wisconsin Book Festival. The hope is to do a community read of her book.
- On April 6th, Glade helped coordinate a Library visit with the 7th & 8th graders from St. Paul Lutheran School.
- On April 28th, Glade and Ozanich visited Jefferson Elementary Family Literacy Night, and signed up five kids for library cards.
- PCPL will have an outreach table at the Stevens Point Farmer's Market on the morning of Saturday, May 20th.

Reference:

- The year-long reading program, Book Adventures, for adults had 61 participants in April.
- Display "Treat Yourself" generated 234 checkouts.
- Danner is preparing for the May Internet Outage.
- Fax had 16 people for \$0.00 for the month.

Director:

Oathout went over the written report provided in the meeting packet. March statistics were in the packet for review. April statistics are 9% up from last year. The huge month-to-month increases will start to slow down because PCPL is catching up to where we used to be.

Peterson asked about homelessness and mental health initiatives. Oathout is working with Human Resources on training and other things for staff because they are getting burned out dealing with the issues on their own.

9. Adjournment

Meeting adjourned by President Buchholz at 6:00 pm.

Respectfully submitted,
Jamie Phillis, Office Supervisor