

PORTAGE COUNTY PUBLIC LIBRARY

Board of Trustees Regular Meeting

February 3, 2021

1. CALL TO ORDER

President Sunshine Buchholz called the meeting to order at 4:30 p.m. via Zoom Meeting System. Trustees present: Chris Doubek, Joan Honl, Deb Knippel, Anne Pawlak, Liz Peterson, and Holly Petrillo. Following Library staff members were in attendance: Charles Danner, Eddie Glade, Laura Fuller, Larry Oathout, Nicole Ozanich, Jamie Phillis, and Alison Wirth. Others present: Nancy Foth, and Thomas Leek.

2. REVIEW / APPROVAL – MEETING MINUTES OF JANUARY 6, 2021

Doubek moved to approve the January 6, 2021 minutes. Honl seconded the motion, which passed by voice vote.

3. ANNOUNCEMENTS AND CORRESPONDENCE

a) Facilities Report

The Village of Plover repaired a broken lock on the entrance door to the Plover Branch (PLO). PLO van had the dead battery replaced. The new shades for the Pinery Room at the Stevens Point Branch (STP) will be lighter in color and lightweight, blackout material. The small furnace that services the community use room and the bathrooms at the Rosholt Branch (ROS) will be removed. Northland heating will reroute the duct system to service those areas. The Village of Rosholt maintenance department fixed a clogged water line at ROS.

Suggestions from patrons included ideas for new board games. A monetary donation was received along with a thank you to employees for picking out books and delivering them to cars through curbside.

4. REVIEW FINANCIALS

Phillis stated the total for invoices paid was \$10,996.55. The December 31, 2020 Procurement Card (P-Card) statement total was \$11,143.90 and the January 6, 2021 P-Card statement total was \$471.08. For the 2021 year-to-date Budget Status Report (BSR) we are 6.5% spent and for the 2020 BSR we are 96.1% spent.

5. PUBLIC NOTICE

None.

6. OLD BUSINESS

a) Discussion / Possible Action – PCPL COVID Operations Update

PCPL reopened on January 11th after providing curbside-only during the holiday season. PCPL added databases funded through the CARES Act on January 25th as follows: Gale Courses, Udemy, and Peterson's Career Prep. Grant was facilitated by South Central Library System (SCLS). Tai Chi was added to programming on January 13th. Meeting rooms continue to be unavailable through the end of April. Honl attended a meeting on the homelessness issue in the area. They are discussing a one big tent effort, which was started last year.

b) Discussion / Possible Action – Marathon County Public Library Update

Marathon County Public Library (MCPL) Task Force presented its findings and recommendation to the MCPL Board for decision. A MCPL Board member made an immediate motion to remain with Wisconsin Valley Library System (WVLS), which received a second and had discussion. The vote failed and an immediate motion and second was made to leave WVLS, which passed 4-3. Next, they will hold a public hearing. Some people are upset that WVLS will lose its resource library and support money. It is also possible that WVLS will dissolve.

7. NEW BUSINESS

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

The report is not final yet, but he shared the completed portions with the Board. He asked the Board to allow Board President, Sunshine Buchholz, to review and sign the final report in order to meet the deadline. Final report will be shared with the Board at the next meeting.

Knippel made a motion to allow Board President, Sunshine Buchholz, to review and sign the final annual report once prepared. Petrillo seconded the motion, which passed by voice vote.

b) Discussion / Possible Action – 2021 Library Department Plans

Ozanich presented the Youth Services Department Plan that was based on four main goals. She provided the Board with a summary, which was included in the meeting packet.

Wirth presented the Technical Services Plan that was based on four main goals. She provided the Board with a summary, which was included in the meeting packet.

Fuller presented the Branch & Extension Plan that was based on five main goals. She provided the Board with a summary, which was included in the meeting packet.

8. LIBRARY REPORTS and STATISTICS

Youth Services (YS):

- YS hosted 30 events for 809 live attendees in January.
- YS implemented three new things in January. Ongoing programs, 1,000 Books Before Kindergarten and Family Read Aloud Challenge, have moved online to Beanstack. Patrons now have the option of continuing on paper or switching to online.
- YS had the very first Teen Lit Loot month and it went great. There were only 24 kits to give out, but YS actually ended up doing 26. Teens all seemed excited and staff will get more feedback from them this month. Last month the theme was "Fired Up" for dragons and this month it is "Mix it Up" for food. Teens will receive a mini wooden spoon, homemade recipe cards, a Ramen Noodles pack with a handful of Ramen recipes, soy and chili sauce packets, candy and other snacks and trinkets, with a food related novel and cookbook checked out to them.
- YS continue to try different games with the teens in the Teen Online Gaming program. In March, staff will try online Dungeons & Dragons, in addition to Teen Online Gaming.
- YS full-time staff, Deb Roloff, has been working to create forms for the PCPL website that will allow patrons of all ages to request library materials staff choose for them based on preferences. This is a service staff already provide, but hope to make it more convenient with patrons able to request online instead of calling or coming inside the building.
- Last week Ozanich attended five sessions of the Wild WI Winter Web Conference (WWWC), and the best session was The Accidental Library Marketer. The presenter shared specific tips for how to use social media, like what time to post to reach the biggest audience, and shared statistics proving that email is the best way to reach folks.
- YS staff are looking ahead to summer and planning out three Reading Clubs that will be on Beanstack. The hope is to expand the grab-&-go type kits and to hand out more Learning Labs for young children. The plan is to increase the Teen Lit Loot kits each month and also to start a Kids Lit Loot program (2nd – 5th grade). Staff is taking a look at costs, storage, and staff time.
- Hopefully, the open Library Associate position will be filled by May in order to be trained for the summer.

Branches:

- January programs included bringing Tai Chi back. There were 8 sessions with 115 attendees.
- Fuller attended the WWWC, topics included: Opening, Marketing, Overcoming Obstacles, and Digital Inclusion.
- Staff will be working on planning and preparing StoryWalks for the spring.

Circulation:

- The Badgerlink training in January went well and there may be a Zoom presentation about job-search resources in March.
- Glade also attended four sessions of the WWWC last week.
- In January, the New Horizons Book Club had 17 attendees (on Zoom) discussing *Shotgun Lovesongs* by Nickolas Butler.
- This month will feature books by African-American authors, and a display of "Date-Night Flicks" that features romance movies paired with action-adventure movies.
- ILS Committee met today, February 3rd, and PCPL opted-in to a process in which SCLS extended the library card expiration dates for patrons. Expirations are staggered throughout the year so staff will not get overwhelmed with the backlog of card renewals all at once. There will be a new mobile app for LINKcat, which should be ready for final testing soon. Improvements to the new Bibliovation software and LINKcat continue. The Committee discussed outstanding glitches on staff side of software.

Technical Services (TS):

- Business as usual with ordering and cataloging.

Reference:

- Winter Reading Challenge participation is as follows: 38 at STP, 1 at ROS, 8 at PLO, and 2 at Almond.

Director:

Written report was provided in the meeting packet. Last year, SPASH 1909-1977 yearbooks had been digitized and have been viewed 60,000 times. Other local school yearbooks will be added. The 2020 PCPL Highlights brochure should be completed soon. PCPL goal of starting a gaming collection has begun with a Nintendo Switch game collection.

January 2021 statistics are down a bit, but not much. Overdrive remains steady and wireless use at all locations is high. The self-check units were installed February 18, 2020 and use remains steady.

9. Adjournment

Meeting adjourned by President Buchholz at 6:00 PM.

Respectfully submitted,
Jamie Phillis, Office Supervisor