

PORTAGE COUNTY PUBLIC LIBRARY

Board of Trustees Regular Meeting

March 6, 2019

1. CALL TO ORDER

President Sunshine Buchholz called the meeting to order at 4:30 p.m. at the Portage County Public Library (PCPL), 1001 Main Street, Stevens Point, WI 54481. Trustees present: Chris Doubek, Shong Her, Joan Honl, Deb Knippel, Anne Pawlak, and Kristen Zastrow. The following Library staff members were in attendance: Charles Danner, Eddie Glade, Larry Oathout, Nicole Ozanich, Jamie Phillis, and Alison Wirth. Others present: Cathy Dugan.

2. REVIEW / APPROVAL – MEETING MINUTES OF FEBRUARY 6, 2019

Honl moved to approve the February 6, 2019 minutes. Knippel seconded the motion, which passed by voice vote.

3. ANNOUNCEMENTS AND CORRESPONDENCE

a) Facilities Report

Oathout stated the Community Room at the Rosholt Branch (ROS) has been painted and new tables have arrived. He shared pictures of the updated room. There is new shelving in the Young Adult (YA) section on the second floor at the Stevens Point Branch (STP). The Plover Branch (PLO) is now scheduling events in the meeting room. The carbon monoxide was tripped last Tuesday at PLO, it was a false alarm caused by power outages from the weather. The power went out again last Wednesday for a few hours at PLO. The City and the County have put out a statement regarding a property swap between the two entities. The proposal includes the City getting the County Annex and Portage County Law Enforcement Center and the County will get the Library, ADRC, and acreage on the east side of town off Highway HH. There will be a public meeting on March 28th for input. There was a leak in the ceiling in the Youth Services (YS) Department directly below the Main Street entrance. It may have been from melting ice and snow, but seems to have stopped for now.

Oathout shared notes from the suggestion box: thank you notes to Chris McLaughlin for his tech time at PLO and STP, he does an outstanding job and has a great public service attitude; and a patron asking for Blind Date with an Audiobook.

4. REVIEW FINANCIALS

Phillis stated the total for invoices paid was \$11,393.74. The December 31, 2018 Procurement Card (P-Card) statement total was \$8,714.60, the January 6, 2019 P-Card statement total was \$335.47, and the February 6, 2019 P-Card statement total was \$7,021.21. For the 2019 year-to-date Budget Status Report (BSR) we are 13.6% spent. Phillis also noted we are 100.3% spent for the 2018 BSR, which is due to salaries, benefits, and Health Insurance going over budget. Expenses did not go over budget.

5. PUBLIC NOTICE

None.

6. OLD BUSINESS

a) Discussion / Possible Action – Library Squad Designs

Oathout stated the new PCPL Logo branding launch has been set for Monday, May 6, 2019 probably between 11am and 1pm. An event will be planned for that day, with two branches open: STP and ROS. On May 7th, an event will be at PLO and Almond Branch (ALM), since they are not open on Mondays. Austin Zajich, from Library Squad Designs, has offered to help implement and the even roll out. There are many things involved with the change. A number of replacements need to be made in order to make the complete transition. The new logo will be on posters and flyers immediately so they will be seen on May 6th. Danner is working on the website. Staff may get shirts with the new design. All Board members are invited to the launch. Hoopla will also be launched on May 6th.

Honl suggested having some Board Members at the smaller Branches for their events. Oathout thought it would be a good idea and said more detail plans should be available for the next meeting.

b) Discussion / Possible Action – Rosholt Lease Agreement

Oathout stated the Village of Rosholt did not receive the updated version of the lease in time for their last meeting, but have since received the new version. They do have another meeting next Monday and hope to take action on the revised lease. We need to look at adding the ROS meeting room into our current meeting room policies. Minor changes will need to be made to the policy.

c) Discussion / Possible Action – PLSR Update

Oathout stated the draft plan has been sent to the Department of Public Instruction (DPI), but public hearings have not been scheduled yet.

d) Discussion / Possible Action – RFID Update

Oathout stated there were three quotes from different self-check vendors that he went over with Calvin Winters, Procurement Director. No decision has been made because South Central Library System (SCLS) is reviewing their self-check policy. The SCLS current

policy only lists Bibliotheca as a vendor because their equipment works with Koha, but they are considering other vendors. He spoke with Winters regarding the redesign of the Circulation desk. Winters felt we needed other design options, which Oathout received from Agati Furniture in Chicago and Environments in Wausau. He is considering waiting until the self-check machines are installed to redesign the desk, that way we can see what work flow issues may arise. The volunteer RFID taggers are down in YS.

e) Discussion / Possible Action –TRIP Update

Oathout stated TRIP is on hold because the company that would find Social Security Numbers (SSN) is no longer doing the work. Without SSN's, we cannot move forward. Once we find a way to find SSN's at a reasonable cost, we will move forward with TRIP.

7. NEW BUSINESS

a) Discussion / Possible Action – Policy Update

Oathout stated a few years ago the Board went through the meeting room policy. Basically, anybody can use the meeting rooms. In order to incorporate PLO and ROS meeting room policies into the current, some things may need to be revised. Once we have complete control in ROS, we can have our own policies. Since PLO is owned by the Village of Plover, we may need to incorporate some of their municipal policies. PLO currently allows groups to meet outside of Library hours, which we will try to continue. Groups will have to come to PLO during open ours to get keys and then return them during open hours. PLO does not allow private parties and ROS currently allows private parties. ROS charges \$25 per day for meeting room usage to private parties and for-profit businesses. He does not feel we should charge people to use the rooms. ROS has a keypad on the door so people can get into the meeting room outside of Library hours and no key is necessary, just a keypad code. He is looking to revise into one meeting room policy for all Branches and will bring it back next month.

b) Discussion / Possible Action – Library Department Plans and Strategic Plan Update

Glade presented the Circulation Department Plan, which was based on five main goals. He provided the Board with a summary, which was included in the meeting packet. Circulation staff will also be carrying on with regular duties outside of the plan.

Danner presented the Reference Plan, which included four main goals. He provided the Board with a summary, which was included in the meeting packet. Reference staff will continue to brainstorm ideas and add to the document.

Oathout updated the Board on the overall Library Strategic Plan. Goals include: improving readers' advisory; PCPL marketing and social media policy; policy review for all policies and procedures; improving contacts and services for young professionals; and developing the local history room into a destination. He provided the Board with a summary, which was included in the meeting packet.

8. LIBRARY REPORTS and STATISTICS

Buchholz shared her prize for completing the Winter Reading Program, which was a coffee mug containing a hot chocolate packet, candy kisses, and a customized scratch off ticket. She also mentioned that Library Workers Appreciation day is Tuesday, April 9th, and is suggesting the Board provide some fruit and chocolates to make a nice basket for each Branch. Baskets will include a card saying thank you from the Board of Trustees. Oathout stated a couple times a year we do a staff appreciation event with pizza or sub sandwiches. Buchholz also suggested Board members being more involved in the annual book sale. The sale is July 19-20 and set up will be earlier in the week, with clean up on Monday, July 22nd.

Eddie Glade, Public Services Librarian:

- Our ten Circulation Aides keep STP running. They check in returned items while keeping an eye out for anything that needs special attention. They sort items going to other libraries or back on our shelves, get the items back to the right shelf so someone new can enjoy them, mend books or clean CDs when needed. They check in and sort about 15 totes' worth of delivered items every weekday and help retrieve items requested at other libraries. In addition to their behind-the-scenes work, they provide vital backup for the check-out desk, helping patrons with a myriad of questions. Thank them for all they do!
- Concluded showing video version of Ryan Dowd's *Homelessness in Libraries* training with staff members on February 20th. He along with circulation staff have been reading up on library service design to get ideas for improving service through procedural or physical space changes.
- New Horizons book club in February had 12 total participants discussing *H is for Hawk* by Helen McDonald. The evening meeting was cancelled due to weather.
- Staff is planning a Game of Thrones Night event for the evening of April 5th, which will be similar to the Harry Potter event for adults held in November. We are also starting to plan a Star Wars event for all ages on May the Fourth.
- Trending topics displays had 27 checkouts.
- Began annual weeding of Fiction collection. Almost all allotted funds for March Fiction order had to go towards popular, in-demand books (as opposed to highly-reviewed or award-winning books), which was unusual.

Charles Danner, Reference Librarian:

- The fax machine had 23 people using and made about \$0.17.

Alison Wirth, Technical Services Librarian:

- RFID tagging has moved downstairs. Adult and YA AV is complete and children's AV is half way done. Children's CDs will be relabeled and genres updated.
- Youth Art Month will be all this month. There are 21 schools throughout Portage County displaying their artwork.

Nicole Ozanich, Assistant Director/Youth Services (YS) Librarian:

- YS hosted 39 events in February for 617 people. This is only two fewer events for about 150 fewer people than last year, even though we had 13 events cancelled due to bad weather.
- She has taken Danner's spot on the SCLS Library Innovation Subcommittee that meets every other month and attended her first meeting on February 19th. SCLS will be applying for some new grants and getting library staff training for dealing with patrons that present difficulties due to substance abuse, mental illness, and dementia in particular.
- YS now has a new student volunteer through the SPASH Job Experience Training program. She has cerebral palsy and will be helping out twice a week with appropriate projects.
- Murray Johnson, who has worked in YS for 7 years as a Library Associate, just started his first week as the YS Librarian at the public library in Marshfield. His 29-hour per week position has been posted internally and she and Oathout are interviewing this week. A going away party will be held for him this Friday at 6:00 pm and you all are welcome.
- Spring Break is coming up soon and there are special events planned, including a family movie on Monday night, a scavenger hunt all week, and a Gigantic Games event hosted by the Teen Library Council Tuesday afternoon and evening.
- She continues to weed children's nonfiction and picture books, with the help of a coworker and the RFID taggers. Staff is starting to contact schools to set up visits in May. Every May YS takes a break from regular programming in order to focus on outreach to schools. The goal is to visit every 5th & 6th grader in the entire County in order to promote the Summer Library Program (SLP) and recommend great new books for the students. SLP are being finalized and hope to start printing some soon.

Branch Report:

- In February, the Branches held 58 programs, with 535 attendees.
- Family storytime at ALM had good attendance and also saw an increase in circulation.
- The Opportunity Development Centers (ODC), which helps people with disabilities become more active in their communities. ODC had a group of about 10 adults meet up at PLO, use the library, and sometimes head out for a day trip. They have locations in Wisconsin Rapids and Park Ridge. Fuller worked with them to schedule a movie showing in April that will be open to the public. She is hoping for future collaborations.
- Upcoming Projects / Programs include scheduling school visits and booktalks for May. Spring Break programming includes: Kayla Beck doing a nighttime storytime; Dana Graves doing a Bilingual Storytime; and a Bingo event, open to all ages

Director's Report and Statistics:

Oathout stated Johnna Grant was made aware that the materials she is sending to homebound patrons may qualify for free postage. The post office offers free shipping of materials going to the blind. She has been working on transitioning some of those materials to free postage, which would save us some postage costs which are horrendous. Grant has gotten about one quarter of her homebound patrons shifted over to the program; they still have to qualify. We had 118 check-outs to homebound patrons last month. He gave Pawlak an orientation and tour. He received a call from DPI on the LSTA funds and was asked to be on their advisory committee. He met with the Marathon County Library Director to discuss SCLS plans to make Wausau a delivery hub. PCPL items will come up to Wausau at night and then be delivered here in the morning. There was one day of closure due to weather, as well as early closings a few other days.

Statistics for February were good, even with the weather closures. All four locations statistics were higher than February 2018.

9. Adjournment

Meeting adjourned by President Buchholz at 5:51PM.

Respectfully submitted,
Jamie Phillis, Office Supervisor