

Antigo Public Library Board of Trustees
Minutes of Meeting Held March 14, 2023
Special Meeting: 4 p.m.
McGinley Room, Antigo Public Library
Sheryl Perkins, presiding

Name	Attendance	Notes
Moira Scupien, Vice President	Absent	Out of town
Sheryl Perkins, Treasurer	Present	
Ken Shestak, Policy Chair	Present	
Becki Kassis, Build/Groun Chair	Absent	Out of town
Terry Brand	Absent	Emailed to send regards
Abby Mattek	Present	
Ben Pierce	Present	
Barb Rebstock	Present	
Gloria Rettinger	Absent	Emailed to send regards

Others in attendance: Ada Demlow, Library Director, Judy Peterson, WVLS Board Representative

Perkins called the meeting to order at 5:06 p.m.

Public Comment: Judy Peterson stated that she felt like Maria Pregler had found a good opportunity and had done a great job for our library.

Discussion and Approval of the Library Services Manager Position

Demlow discussed the new job position titled Library Services Manager. She stated that the rewritten job description went from 6 pages to just a little over two because it is more generally focused. In addition, the focus was public service instead of behind the scenes. She stated that she had been working with WVLS about different models for getting the cataloging completed and was getting staff trained to do this task.

Mattek asked about the need for a driver’s license. Demlow stated that this person might have to travel out to the branches as part of their work. Rebstock asked about the employment tests mentioned in the last section and Demlow stated that this was just a generic part of the job description and that there wasn’t something we would necessarily do. Mattek also asked about salary, benefits, etc. since that wasn’t in the description. Demlow explained that this would be part of the job ad itself. Demlow said the intent was to start the position at \$23 per hour.

Rebstock made a motion to approve the Library Services Manager Position. Mattek seconded. Voice vote. Motion Carried.

Discussion and Approval of the job posting for Library Services Manager

Demlow stated that there was likely internal interest in the position. She said the position could be posted internally or externally OR a combination which would allow internal candidates to bypass filling out the application. There was discussion of the interview process. Demlow explained that for positions other than director the Board is not involved in the hiring process. Interviewing is done by staff and city human resources.

Pierce made a motion to approve the job be posted internally. There was no second. Mattek made a motion to approve the job be posted both internally and externally. Rebstock seconded. Voice vote. Motion carried.

We had discussion about upcoming meetings including the nominating committee which is going to wait to meet until after the April elections. Rebstock motioned to adjourn. Pierce seconded. Meeting was adjourned at 4:32 p.m.

Respectfully Submitted,

Ada E. Demlow