

**Antigo Public Library  
Board of Trustees  
Minutes of Meeting Held April 25, 2023  
Regular Meeting: 5 p.m.  
McGinley Room, Antigo Public Library  
Sheryl Perkins, Presiding**

Name	Attendance	Notes
Sheryl Perkins, President	Present	
Moira Scupien, Vice President	Present	Via Zoom
Ken Shestak, Policy Chair	Present	
Becki Kassis, Build/Groun Chair	Absent	
Carol McDougal	Present	
Abby Mattek	Present	
Ben Pierce	Present	
Barb Rebstock	Present	
Gloria Rettinger	Present	

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

**Call to Order**

Perkins called the meeting to order at 5:02 p.m. Perkins introduced our newest board member, Carol McDougal. Everyone introduced themselves to her.

Demlow stated that next month we would have a chance to meet Samantha Ryan, our newest staff member.

**Approval of Library Board Minutes from March 28, 2023 and April 19, 2023**

Rettinger made a motion to approve the minutes March 28. Shestak seconded. Voice vote. Motion carried. Demlow commented that for the April 19 minutes there may be a correction to who seconded the motion for Jolma as the tape was not clear. Rebstock said it was her. Shestak made a motion to approve the minutes from April 19 with the change from Rettinger to Rebstock. Rettinger seconded. Voice vote. Motion carried.

**Committee Reports**

- Personnel and Finance, Moira Scupien – Met April 17, approved the bills to be paid. Demlow shared with us about hiring Samantha. We discussed the hours proposal that is on the agenda today and we looked at the budget which is in good shape.

**WVLS Board of Trustees Report**

Peterson told us about the listening session for the Joint Finance Committee Public Hearing in Minocqua. Representatives from schools and libraries will be there to advocate for an increase in state aid to public library systems, and maintenance of other statewide library services funded through the biennial budget process. There will be WVLS representatives there. The next WVLS board meeting is May 20. Peterson also wanted to give a good word to Kristie Heistad, our Youth Engagement Specialist, for the Cards for the Community program she has started in White Lake. Once a month they get together to make cards and play cards. This month they made cards for two veterans in White Lake who will be going on the Never Forgotten Honor Flight on May 15.

**Approval of the Bills**

Scupien made a motion that we approve the bills. Rettinger asked if the bills were the usual ones. Perkins said just routine bills. Rettinger seconded. Voice vote. Motion carried.

Demlow highlighted two statistics from the City-County report. One was the big increase from last March to this March in visitors to the libraries. We went from 4369 in March of 2022 to 4884 in March 2023. The other notable statistic was the

big increase in usage from county residents from 3481 to 4136. Shestak said we should keep an eye on that county number because that is some fuel for funding. McDougal asked if there was something particular fueling the change. Demlow said it wasn't clear but that certainly homeschooling, population shifts and covid restrictions being further behind us are some of the reason.

Demlow shared information about the new staff training challenge she created on Beanstack. One of the activities involves really getting to know our website and how to find things for patrons. Another activity is to visit a local organization in our community to learn more about their services and how staff or patrons can work together.

Summer Quest planning is well underway. We have most things scheduled and will begin promoting this week and next.

**Approval to waive holiday, sick and personal leave waiting period for Library Services Manager**

Pierce made a motion to approve the waiving of holiday, sick and personal leave waiting period for Library Services Manager. Rebstock seconded. Voice vote. Motion carried.

Demlow explained the proposal approved by the Finance and Personnel Committee to change Friday hours from 10-5:30 to 9-5 and Saturday Hours from 10-2 to 9-4. The two things we were attempting to do with this proposal was make hours a little more consistent and provide more hours for people who work during normal business hours. There was discussion of in the future looking at adding an evening. Demlow stated that it would be nice if staffing allowed to do that because we could have an evening family program. Demlow also asked if the original proposal finance approved could be adjusted to have us start August 1 instead of June 1. It may take a little longer than usual to get a clerk rehired due to staff shortages at City Hall and we want a person in and trained well before we start. Also, summer is really busy and it might be better to start this in the fall as folks head back to their normal routines. McDougal asked if the motion should include a contingency in case we don't have someone in time for August. Demlow stated that she did not see this as a concern.

**Approval of Increase in Library Hours**

Shestak made a motion in change library hours to 9-5 on Fridays and 9-4 on Saturdays effective August 1. Scupien seconded. Voice Vote. Motion carried.

Demlow stated that the hiring of Samantha Ryan left a clerk vacancy to fill. There were no changes made to the job description or starting wage (15 per hour).

**Approval to Post Library Clerk position**

Rettinger made a motion to approve posting of Library Clerk position and Rebstock seconded. Voice vote. Motion carried.

There was a discussion of the upcoming changes with new board appointments, officer elections and committee assignments in May. Not all appointments are official. Scupien said that we can move forward with getting the nominating committee scheduled for early May. A meeting was set for May 11 at 5 p.m. at the library. Demlow will work with Scupien on an agenda. Scupien also suggested surveying board members to see who is interested in being considered for offices.

Demlow presented some proposed changes to the Collection Development Policy. Perkins noted that some good changes were made last year, and this is just a continuation of making it as strong as we can. Demlow's proposed changes included: Keeping the books on the shelf until a challenge is settled, having the board limit the number of challenges considered in a month to one or two. The biggest change is the inclusion of another step in which the director's response to a book challenge does not satisfy the challenger, they are to form an advisory committee made up of staff, community members and up to 1 board member. This advisory group would agree to read the book in its entirety and meet to discuss and make recommendations. This would provide more information to the board if the

challenge is taken to them. Demlow stated that community conversations from many viewpoints is critical before decisions are made. We have to protect freedom. McDougal asked about books being left on the shelf for people to check out. What about removing them and then returning them after a decision is made. Demlow stated that the books are on the shelf in the first place and the decision is whether to remove. They should stay where they are until that decision is made. Pierce asked about a timeline. Demlow stated that would depend on the length of the book. Demlow said the goal would be to do things within a month's time period but there might be instances where it took longer, and she would keep the board informed. McDougal asked how many challenges we generally had. Demlow stated that there had not been an actual challenge in a long while. People may inquire about a title, and we chat, but a written statement of concern has not been made in these instances. Pierce stated that a timeline for this should be created with an advisory committee meeting within a couple weeks. Perkins stated that it wouldn't be possible to know an exact timeline, it's however long it would be to review the content of whatever the item is. She said that while we want to expedite it, we also want to make sure we do due diligence. We already have a policy in place that has criteria to be followed, this is just to add another layer. Shestak pointed out that if the individual challenging the book wishes to check it out they are free to do so and that would keep it off the shelf. Demlow said or they can leave it on the shelf and not read it. Either way would work. Rebstock asked where does a normal citizen get a copy of the policy and form. Demlow stated at the desk, but that she also planned to put it on the website. Demlow stated that we will have a policy committee meeting next month to discuss this further but wanted to bring it up tonight to get the ball rolling. Pierce asked would the board have input in creating these advisory committees. Demlow stated that she had considered that but decided that these committees were to help her in her role to advise the board. If the board also wanted further advice that would be another matter, but these committees were to help the director. McDougal asked how other libraries go about making committees like this. Demlow stated you just get to know your community and ask people that would be most appropriate for the topic at hand. Demlow stated that it is important for there to be genuine dialogue about these issues. Perkins asked if there was more discussion and being none she said Shestak would call a policy meeting to continue the discussion.

Sheryl introduced Trustees Essentials Chapter One saying it was a good time to go to the beginning and that in re-reading it she learned new things. There was a discussion of the many roles and activities trustees have played recently in hiring a new director, working on a solar project and strategic planning.

Perkins announced upcoming meetings on May 15 (Finance and Personnel) and May 23 (Full Board) Scupien made a motion to adjourn and Shestak seconded. The meeting adjourned at 6 p.m.