

**Antigo Public Library
Board of Trustees
Minutes of Meeting Held June 27, 2023
Regular Meeting: 5 p.m.
McGinley Room, Antigo Public Library
Sheryl Perkins, Presiding**

| Name | Attendance | Notes |
|---------------------------------|------------|---------------|
| Sheryl Perkins, President | Present | |
| Moira Scupien, Treasurer | Present | |
| Ken Shestak, Vice President | Present | |
| Becki Kassis, Build/Groun Chair | Present | |
| Carol McDougal | Absent | Contacted Ada |
| Abby Mattek | Absent | |
| Ben Pierce | Present | |
| Barb Rebstock, Policy Chair | Present | |
| Pam Augustyn | Present | |

Others in attendance: Ada Demlow, Library Director

Call to Order

Perkins called the meeting to order at 5:03 p.m.

Approval of Library Board Minutes from May 23, 2023

Rebstock made a motion to approve the minutes of the May 23, 2023 meeting. Scupien seconded. Motion carried.

Committee Reports

- Personnel and Finance, Moira Scupien– We had a long meeting on June 19. We approved the new job descriptions and a salary increase for the Facility Manager that we will discuss tonight, we discussed the director’s new financial narrative report, we discussed the director being able to fill part-time vacancies without board approval, we discussed the Fogeltanz funds invested by the foundation and discussed solar project change orders.
- Policy, Barb Resbtock – The Policy Committee met tonight and approved the Collection Development Policy and did the first reading of the Facility Policy.
- Building and Grounds, Becki Kassis – Has not met.

Approval of the Bills

Pierce made a motion to approve the bills. Rebstock seconded. Motion carried.

Demlow reviewed the Library Accounts Statement highlighting the fact that we are under budget so far this year.

Demlow reviewed the City-County report highlighting that our circulation was up 13 percent when comparing last May to this May.

Demlow reviewed her Director’s report and her new Financial Narrative Report. She also stated that 420 Invoices had been sent to Forest, Oneida, Oconto and Lincoln Counties. Pierce had some questions about 420 billing in regard to why the library receives funds from other counties, but the county is the one that pays bills received from other counties. Demlow said this was how the law was designed to work. We are receiving funds for services used at our libraries. The county is being billed for services our citizens are using at other libraries because they do not have a library that serves them. She said that by paying these fees the county saves funds as compared to building a branch location for those

patrons to use. She said that she that each board member had a folder with information about 420 billing and that she had posted a link on the board page as well.

Demlow gave a brief orientation to the board web page that she recently redesigned. The page now has image links that can allow board members to access everything they might need from state statutes to our current budget, to a list of board members, etc.

Director Approval of Part-Time Vacancies

Scupien made a motion to give the library director approval to fill part-time vacancies that don't impact the budget without board approval. Kassis seconded. Motion Carried.

Demlow updated the board on the cost estimate she had gotten from Kirk Packard on putting safety bumpers in the parking lot to prevent further issues with driving into the building. The cost installed for what Packard recommended was 6K. She said there were others in the conversation who also had other ideas about potential solutions. She recommended the Building and Grounds committee meet and include Brian, Kirk Packard and others to finalize the discussion and make a recommendation to the board.

Solar Project Change Orders

Demlow gave an update on where we were with the solar project and shared information about change orders. She had already approved one that saved the project 5K. She said that Finance and Personnel had approved up to 5000 of increased costs in cumulative change orders before needing board approval. Pierce questioned if this would be enough. Shestak explained the committees reasoning and Scupien added that based on the short length of the project this amount seemed appropriate.

Director Approval of Change Orders

Shestak made a motion that the library director be able to approve change orders cumulative up to 5K. Scupien seconded. Motion carried.

Approval of Changes to the Collection Development Policy

Pierce made a motion to approve the changes to the Collection Development Policy. Kassis seconded. Motion carried.

Approval of Changes to Job Descriptions and Revising Employee and Other Policies to Reflect New Titles

Scupien made a motion to approve the proposed changes to job descriptions, including revising employee and other policies to reflect the new titles. Rebstock seconded. Motion carried.

Perkins stated: Pursuant to section 19.8 51C Wisconsin statutes and upon proper motion, the committee will continue to a closed session to discuss maintenance facility manager salary. Upon completion of discussion in closed session, the committee will reconvene into open session and discuss, if necessary, and to proceed with the regular order of business.

Scupien made a motion to go into closed session. Rebstock seconded. Perkins recognized a citizen attendee Chet Haatvedt who wanted to make a point of order. Haatvedt stated that to go into closed session their must be a roll call vote.

Pierce: Aye
Shestak: Aye
Kassis: Aye
Augustyn: Aye
Scupien: Aye
Perkins: Aye
Rebstock: Aye

Approval of Salary Increase for Facilities Manager

Scupien made a motion to improve an increase in the Facility Manager salary of 1.50 per hour effective July 3rd. Augustyn seconded. Motion carried.

Discussion of 2013 Library Board and Foundation Agreement for Fund Investment

Demlow explained that she had learned from Sam Hardin at the last Foundation meeting that the Ameriprise Account being managed by the Foundation was actually funds that had been given to the library and that the library board at that time had made an agreement for the Foundation to invest these funds. After the meeting she went through files and found the agreement. She said she felt it was important to make both groups aware of the agreement as many members of both the Foundation and the Board were not aware of it. She said she was going to include these funds in all future board financial reports so that the awareness remains clear. Our current library board was not aware of this 2013 agreement.

Perkins said the funds were originally donated by the Fogeltanz Estate. They were a couple who worked at the Antigo Daily Journal for a long time. They had no children and left their estate to the library. Pierce asked if we would be able to transfer these funds back to the board to invest through the city. Demlow explained that the reason the Foundation had been given the funds to invest is that they have more options for investing than the city. Perkins commented that to do anything would require a new agreement and that it seemed best for now to keep things as they are but now that we knew about the funds we should continue being transparent and keep the information in our reports. Perkins also said the funds were not meant for operational costs. Perkins recognized Chet Haatvedt from the floor who shared that he was on the foundation at the time this all came about. He said that the money was donated to the Library rather than the Foundation and that complicated things due to being able to invest so that is why the agreement was made.

Shestak suggested we have a Foundation member at all of our meetings. Demlow stated that we do have that. This is why the library board appoints two people to be on the Library Foundation.

Perkins said that Demlow had suggestions for projects we could use these funds for and that she could bring them to future meetings. The most important thing at this point is that we now know about these funds and will continue the transparency.

Discussion of Ad-Hoc Committee to Look at Bylaws

Perkins reminded the group that earlier in the year there had been discussion of having an ad-hoc committee to look at revisions to our bylaws. She asked board members who were interested in participating to let her know. We will also be including Chet Haatvedt and James Engmann on the committee due to their knowledge and expertise.

Referrals to Committees or Future Meetings

The Buildings and Grounds committee will discuss the parking lot bumpers at their next meeting.

Finance and Personnel Committee – Monday, July 17, 2023 at 10 a.m.

Policy Committee – Tuesday July 25, 2023 at 4:30 p.m.

Regular Board Meeting – Tuesday July 25 at 5 p.m.

Adjournment

Scupien made a motion to adjourn. Kassis seconded. Motion Carried.

Respectfully submitted,

Ada Demlow, Library Director