

Antigo Public Library Board of Trustees Minutes of Meeting Held October 24, 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	
Carol McDougal	Present	
Abby Mattek	Absent	
Ben Pierce	Present	
Barb Rebstock	Present	
Pam Augustyn	Present	

Others in attendance: Ada Demlow, Library Director,

Call to Order - Perkins called the meeting to order at 5:05 p.m.

Approval of Library Board Minutes from September 26, 2023

Scupien made a motion to approve the minutes . Rebstock seconded. Motion carried.

Committee Reports

- Finance and Personnel, Scupien reported that we are 75% through the year and have used 74.3% of our budget. The committee approved the preliminary budgets to be presented tonight for review. They will get final full-board approval in November.
- Policy, Rebstock reported that the committee approved the first reading of the Board Policy on Referral of New Board Members to Appointing Authorities. She reported that the committee will start a process of reviewing 1 or 2 library policies each month so that there is an ongoing review of existing policy.
- Building and Grounds, Ben Pierce. We will meet October 30 for walkthrough and to get organized.

Demlow presented the Director's Report, City-County Report, Financial Narrative and Review of Financial Statements. She said the trend continues of having fairly steady growth in number of visitors but more up and down on circulation.

Approval of the Bills

McDougal made a motion to approve the bills. Mattek seconded. Motion carried.

Discussion of funds to pay for new HVAC motor

The Finance and Personnel committee approved using up to 2700 from our Temporary Capital Investments to pay for a new motor needed for the HVAC system. The motor is 1900. Brian is doing the part of the labor that does not require a certified electrician so the installation cost should be less than 400. Pierce asked if it was necessary to have three bids for this work. Demlow stated that it was not necessary for this amount and that Facilities manager Brian Grabowsky used his knowledge of what was needed and our vendors to make the most frugal choice of how to move forward.

Approval of funds to pay for new HVAC motor

McDougal made a motion to approve up to 2700 be used from capital funds to pay for a new HVAC motor. Mattek seconded. Motion carried.

Discussion of Preliminary 2024 Budget and Preliminary 610 Budget

Demlow reviewed the budget documents for 2024. The final budget will be approved at the November meeting.

Discussion of Staff Appreciation for Library Workers

Demlow proposed that the Board come up with a way to show the library staff appreciation on Library workers day during National Library week. Augustyn volunteered some ideas and said she would work on this.

Rebstock made a motion to adjourn the meeting. Shestak seconded. The meeting was adjourned at 6:09 p.m.