

Antigo Public Library
Board of Trustees
Minutes of Meeting Held January 23, 2024
 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	Present	Left early/Missed last two votes
Ben Pierce, Buildings and Grounds Chair	Present	
Barb Rebstock, Policy Chair	Present	
Pam Augustyn	Present	

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

Call to Order

Perkins called the meeting to order at 5:02 p.m.

Approval of Library Board Minutes from November 28, 2023

Pierce made a motion to approve the minutes from November 28. Rebstock seconded. Motion carried.

Committee Reports

- Personnel and Finance, Moira Scupien. We had a collaborative meeting on January 11 with Kaye Matucheski, Jason Hilger, Karin Derauf and Ben Pierce. Sheryl, Ada and I attended. Talked about budget issues. We will be submitting a budget early this year. We met January 15. Discussed several things that are on tonight’s agenda for approval: Carry over of leave for Brian Grabowsky, Payment of Progress Bill for Jolma, Fogeltanz funds for Meeting Room Furniture and Early Learning project.
- Policy, Barb Rebstock – We met tonight and passed the third reading of the Policy on Making Board Recommendations. It will on the agenda later in this meeting for approval. We reviewed the Photocopying policy and left it as is with no changes. We reviewed the Computer and Internet Use Policy and will do a second and final reading to approve some changes in February.
- Building and Grounds, Ben Pierce. We will meet in February after the Board meeting to look at a capital budget.

Consent Agenda

Scupien made a motion to approve the consent agenda (invoices, financial statements, city-county report, director’s report. Mattek seconded. Motion carried.

Director’s Financial Narrative for the End of Year 2023 and Report on Collaborative Meeting.

Demlow discussed the budget situation for 2025 which will be a year where without increased funding our budget will not be able to balance. Our fund balance is being rapidly depleted by rising health insurance costs. The end of the year estimate is that we will have used 20-25K of our fund balance. This leaves 95-100K. We already are balancing this year’s budget with 70K of the 95-100K. This could leave around 30K of fund balance for 2025 which will not be an amount that can balance the budget. Demlow has been preparing infographics and other information to help ensure that people understand the library budget and what our current situation is. At the collaborative meeting there was an agreement to come up with a fund balance policy which will be helpful for the future but will not resolve the current crisis. Demlow is also learning more about state laws regarding county funding and out of county use of the library. She will be preparing a draft of the 2025 budget for the February meeting.

Director's Report on the Friends of the Library Gathering.

Demlow stated that they had a nice turnout for the friends informational gathering. There are two people who have agreed to lead who are calling others. We need a team of 3-5 to get going and we are optimistic based on interest that this will happen quickly, and we can get the group off the ground.

Update on facility issues

Demlow reported that the Solar Project grant was renewed through June 30, 2024. Jolma will be back in February to finish up their work and begin the process to get things inspected and ready to roll.

The compressor on our sprinkler system went out earlier this month. Apex came in quickly to get it fixed, but there were a few days where we had to get permission from the fire department to turn off our dry sprinkler system so there would not be damage. Everything appears to be back in regular working order.

Approval to all Brian Grabowsky to carry over up to 40 hours of 2023 leave into 2024.

Demlow stated that it had been a tough year for Grabowsky to use all of his leave and she wanted to let him carry over up to 40 hours into the new year.

Approval to all Brian Grabowsky to carry over up to 40 hours of 2023 leave into 2024.

Scupien made a motion to allow Brian Grabowsky to carry over up to 40 hours of unused leave from 2023. Augstyn seconded.

Discussion: Pierce was concerned that with 5 weeks for this year, it would be a lot of time to get in as well. McDougal asked if there was a way to have coverage when he is gone. Demlow stated it depended on when he was gone what type of coverage was needed. Scupien noted that we don't have a budget to pay for coverage when he is out. The city is available for emergency situations. Demlow stated that she would ensure that he took his leave this year and that we arranged coverage to ensure that happened. Discussion ended.

Motion carried.

Approval to Pay the Jolma Progress Bill of 44K

Pierce made a motion to approve the Jolma Progress Bill of 44K. Rebstock seconded. No discussion. Motion Carried.

Final approval of Meeting Room Furniture Order

Joe Servi from Clermont Printing brought over a sample table and chair. We had already approved tables from another company, but wanted to see something local. When we do the final order, the chair prices originally quoted will be less, but the tables are bigger than originally proposed so they will be a little more. We are not limited to the colors he brought. These are just samples.

Approval to Use Up to 25K from the Fogeltanz Funds for Meeting Room Furniture

Scupien made a motion to approve up to 25K from the Fogeltanz Funds for meeting room furniture. Mattek seconded.

Discussion: McDougal stated concern about the amount. Pierce agreed. There was discussion about how many tables and chairs are really needed. Demlow stated that we often used 12 tables for events, etc. While we don't use large numbers of chairs extremely often, we do a few times each year and we advertise our meeting room space as having room for up to 99, so we want to be sure to be able to have chairs accommodate. McDougal asked if there was an inventory of all the chairs the library currently had. Demlow stated that there wasn't one as far as she was aware. Discussion ended.

6 – ayes

2 – nos

Motion carried.

Early Learning Play Space

Demlow did a presentation on the value of and need for an early learning play space at our library. An important part of this would be appropriate seating for grandparents as our community serves a lot of families in which grandparents are raising young children. She shared research supporting play and the work she had been doing to get ideas for furnishings and costs.

Approval to Use Up to 50K from the Fogeltanz Funds for Early Learning Play Space

Scupien made a motion to approve up to 50K from the Fogeltanz Funds for meeting room furniture. Augustyn seconded.

Discussion: McDougal asked if we could go and look at the space in mind. The group went out to the children's area and Demlow shared what she had in mind. Pierce stated he would prefer to see a list of items we would be purchasing with the price. Demlow stated that because the project was in phases, final decisions would not be made until one phase was done and we see what would be best for the space left. Demlow also stated that her request was based on pricing she had been getting in talking to various companies. Scupien said that it was their job to provide a reasonable budget and let the staff do the legwork. Perkins stated that Demlow had done work to secure pricing to get the budget idea proposed. Augustyn stated she would also like to see more detail.

Perkins asked for a roll call vote: Pierce: No, McDougal: Aye, Shestak: Aye, Augustyn: No, Scupien: Aye, Perkins: Aye, Rebstock: Aye
Motion carried.

Approval the Policy and Procedure for Sending Board Recommendations to the Appointing Authorities.

Augustyn made a motion to approve the policy and procedure for sending board recommendations to the appointing authorities. Shestak seconded. 6 – ayes 1 -no. Motion carried.

Scupien made a motion to adjourn the meeting. Rebstock seconded. The meeting was adjourned at 6:35 p.m.