

# Antigo Public Library

## Board of Trustees

Minutes of meeting held Tuesday July 16, 2024

Committee of the Whole (COW) meeting @6:30 p.m.

McGinley Room, Antigo Public Library

Carol Bardo, President, Presiding

Name	Attendance	Notes
Carol Bardo, President	Present	
Carol McDougal, Vice-President	Present	
Pam Augustyn, Treasurer	Present	
Nancy Jones, Secretary	Present	
Christian Radcliff	Present	
Barb Rebstock	Present	
Sarah Sinkler	Present	
Cate Listle	Present	
Glenda Oginski	Present	

Others in attendance: public (2)

1. Call to Order: President Bardo called the meeting to order @ 6:45 p.m. (The Foundation meeting went longer).
2. Roll Call: quorum established
3. Pledge of Allegiance
4. Library Board President Comments:
  - As a Board, we are doing things thoughtfully and accurately without rushing. It is not because of a lack of experience or fear why we haven't hired a director. Toni is more than qualified to fill the seat and will be getting a Provisional License from DPI.
  - Through taking our time, important information has surfaced that has given us a clearer understanding of the library and its functioning i.e. book purging, % of budget from salaries and benefits, salary increases, and book locations.
  - In the future Glenn Bugni and Danny Pyeatt will offer in-services for the Board.
5. Public Correspondence: None
6. Items for discussion and future presentation to the Full Board:
  - A. Policy and Bylaws
    - Bardo submitted a draft of Article V as a Committee of the Whole (COW) to replace the current Article V Standing Committees Bylaw. Two recommendations were made: 1) to move the ad hoc information closer to the beginning. 2) Bold the three types of business to be conducted (policy, finance, and grounds). A motion to move the Article V Amendment/Replacement to the Full Board was made by McDougal, 2<sup>nd</sup> by Sinkler. All in favor vote. All ayes. Motion carried.

- The Full Library Board Packets (not just the agendas) are posted on the APL website. It will include everything -bills, reports, etc. for full disclosure and transparency.
- A request for the video footage from the library's surveillance cameras on June 25, 2024 was not given to the person who requested it. The building manager retrieved it, put it on a thumb drive, and the City Attorney has it for access.
- Four different examples of Public Records policies from other libraries were submitted for review. With the wide range of information and the need for details pertinent to our library that need to be included, Bardo appointed an Ad Hoc Committee to finalize the policy by the next COW meeting in August. Members on the ad hoc are Jones, McDougal, and Oginski.
- There is a need to have some fee in place for copies when an open record request is made. A motion to move to the full board to temporarily mirror the City's Open Record fees until the APL policy and fee is completed and approved was made by Jones, 2<sup>nd</sup> by McDougal. All in favor vote. All Ayes. Motion carried.
- There is no Fund Balance Policy for the Antigo Public Library. Bardo shared a copy of another library's Fund Balance Policy. Libraries are able to keep extra money while other governmental entities must return excess monies to the general fund. A Fund Balance Policy shows in good faith the Library's commitment to be a working partner with the City and County and to be fiscally responsible. A motion was made to send to the Full Board a Fund Balance Policy with a balance target of 6% was made by Augustyn, 2<sup>nd</sup> by Sinkler. Roll Call vote: Bardo/yes McDougal/no Augustyn/yes Jones/yes Radcliff/no Rebstock/yes Sinkler/yes Listle/yes Oginski/yes Motioned carried.
  - Great strides have been made with the Library, County, and City working together and especially with the Library Task Force. They have invited Toni to present at their next meeting July 23, 2024, and members have come in for a library tour of the changes and improvements made.
- Toni shared that we need to amend the Collection Development Policy to include requirements for weeding. The recent purging over the last 16 months is not typical of any library. Guidelines are necessary.

## B. Finance and Personnel

- Invoices were shared and explained. All of the children's books budgeted for 2024 were completely spent in April. Moving forward for next year's budget there will be more focus and purposeful intent of meeting the needs and requests of the patrons. There is some confusion of Clermont Printing's invoices. Even though it appears to be a regular bill, it is uncertain of the services rendered. Toni is going to investigate and review the contract with them. A motion to move the bills as presented to the Full Board for payment was made by Oginski, 2<sup>nd</sup> by Radcliff. All in favor vote. All ayes. Motion carried.
- Toni and Sinkler will be working on the budget this week, and it is understood that they will need to use some Fund Balance money to balance the budget.
- Toni presented an Organizational Chart of the jobs and titles that would satisfy the needs of the library. It will still consist of five full time employees but with modification of job titles/descriptions. (Director, Facilities Manager, Youth

Specialist, Adult Librarian, ILL- Inner library Loan/Catalog Specialist). Toni also shared a graph of the designated work schedules for the part time employees. This should result in a more efficient and productive use of library work hours.

- Bardo appointed an Ad Hoc Committee to review and update the director's job description so the job can be posted next month. Members include: McDougal, Listle, and Radcliff.
- With the resignation of Emily Babb, we have another part-time staff position. This can be filled with another candidate from the June interviews.

C. Building and Grounds

- Toni shared a change in the operational hours of the library to be
  - Monday thru Friday 10:00 a.m. to 7:00 p.m.
  - Saturday 10:00 a.m. to 5:00 p.m.

This will allow adults and families to visit the library after their work hours. A motion to move to the Full Board the changes in hours was made by Augustyn, 2<sup>nd</sup> by Listle. All in favor vote. All ayes. Motion carried.

7. Items for next COW: No further items were addressed
8. Next COW meeting is August 20, 2024 @6:00 p.m.
9. Adjournment: A motion to adjourn the meeting was made by Rebstock, 2<sup>nd</sup> by Oginski. Meeting adjourned at 8:44 p.m.

Nancy Jones, Secretary



# Antigo Public Library

## Board of Trustees

Minutes of meeting held June 25, 2024

Regular Full Board Meeting : 6:00 p.m.

McGinley Room, Antigo Public Library

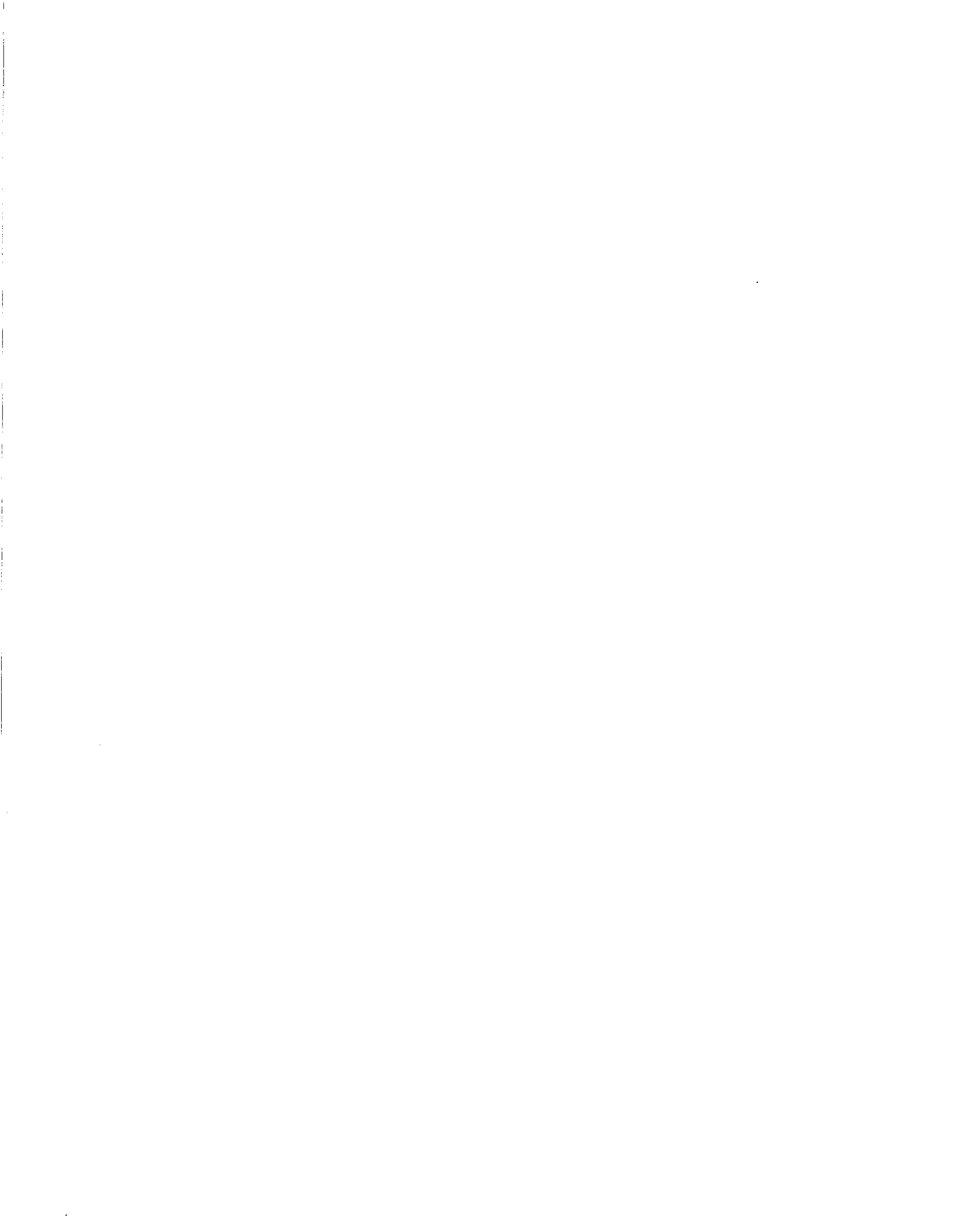
Carol Bardo, President Presiding

Name	Attendance	Notes
Carol Bardo, President	Present	
Carol McDougal, Vice-President	Present	
Pam Augustyn, Treasurer	Present	
Nancy Jones, Secretary	Present	
Christian Radcliff	Present	
Barb Rebstock	Present	
Sarah Sinkler	Present	
Cate Listle	Present	
Glenda Oginski	Absent	Excused (task force meeting)

Others in attendance: Toni Edge, Interim Director, public (< 10)

1. Called to order: President Bardo called the meeting to order @ 6:00 p.m.
2. Roll call: quorum established
3. Pledge of Allegiance
4. Public Correspondence: One person spoke
5. Previous Minutes: A motion was made by Radcliff to approve all three of the submitted minutes of meetings:
  - Finance and Personnel - May 28, 2024 @ 6:00 p.m.
  - Regular Annual Library Board of Trustees - May 28, 2024 @ 7:00 p.m.
  - Special Meeting of Library Board of Trustees- June 11, 2024 @ 6:00 p.m.

2<sup>nd</sup> by McDougal: All in favor – all ayes. Motioned carried.
6. WVLS Board of Trustees: Judy Peterson gave a summary of Wisconsin Valley Library Services function and purpose - To encourage cooperation among its member libraries – Cost effective use of available funds – Assist and implement current evolving technologies and supports. WVLS consists of seven counties and provide services to 25 public libraries, schools, and non-public libraries. Fifteen members serve on the WVLS board. She attended the conference meeting in Stevens Point and had the opportunity to hear and talk to others of new ideas and how to reduce costs.
7. Director's Report:
  - Toni read and explained the current invoices which totaled \$9156.78. There was a check deposited from the Foundation for \$900.08
  - A motion to accept and pay the bills was made by Listle, 2<sup>nd</sup> by McDougal. All in favor. All ayes. Motion carried.



- We continue to have cyber security issues. It will necessitate the need to create a new Google Calendar, yet there is still the possibility of eventually having the same problems. There is a pseudo library gmail account that does not represent the Antigo Public Library: [apldirector@gmail.com](mailto:apldirector@gmail.com). The actual Library Director gmail is: [director@antitopl.org](mailto:director@antitopl.org). Notice the difference between .com and .org. The Board of Trustees should consider creating a social media policy and a management of all email accounts.
- Changes to the current website have begun, but they will take time. The recommendation is to completely remove from Google and go through the WVLS system.
- Two candidates from the nine who interviewed have been selected by the interview team to be presented for hire.
- The new computer update request on 4/15/2024 by the former director is estimated at \$8,793.55. This update will work with the Fall 2025 update. Another concern is possibly of digitizing the records on the microfiche machine. Costs will need to be investigated.
- The paperwork for the Solar Grant is still being worked on.
- There was a request from the Elcho School to pay for a new safety door between the library and the school for \$8,324.00. Toni recommended not paying at this time as we should look at the cost effectiveness of the satellite libraries. We could implement a pilot project of a rural bookmobile in the near future and evaluate its impact and popularity.
- Kristie Heistand, Youth Engagement Specialist, will be attending a workshop in Marshfield on August 6-8, 2024 and the library will pay her lodging, mileage, and food receipts.
- The total cost for an attorney hired by the former director and past board was \$7,469.00 which merely allowed them to sell the old furniture. The furniture ended up being donated to Goodwill. In the future, Toni, will post any upgraded furniture for sale to other libraries. We still have three more couches arriving from Germany in late September that were previously ordered. Toni was able to get a \$2,000 reduction on these items.
- There is **no** Antigo Public Library Policy for weeding of books, and the creation of one is paramount. Although, there is a Collection Development Policy and a Book Challenge Request form. There have continued to be allegations of book banning intentions from the APL Board of Trustees, and city and county government representatives. One specific book in question was Gender Queer. It was purchased in 2019. There is **no** report of any patron issuing a challenge to the book, and many were misinformed about the book's physical presence in – or absence from the APL collection. Toni personally purchased two copies (the original 2019 edition and the 2022 deluxe edition). They have been cataloged and will be located in the age appropriate area of the library (Adult Non-Fiction).
- The young adult/adult graphic novel collection that was located near the children's area has been moved to a more fitting location.

- From January 2023 through April 2024 there was a total of 13,532 books and media purged from the Antigo Public Library in order to make room for the children's play area. That is approximated one fifth (20%) of the library materials. A complete breakdown of types of books and quantities is recorded in the Director's Report.
7. Treasurer's Report: There was no formal report. The only matter at hand was the invoices that Toni shared, voted on, and approved.
  8. Discussion and Possible Actions
    - A motion to hire the two part time selected interviewees was made by McDougal, 2<sup>nd</sup> by Rebstock. Roll Call vote. All voted YES. Motion carried.
    - Reminder that there will be a table at the Langlade County Fair from July 25<sup>th</sup>- 28<sup>th</sup>.
    - The purchase of electronic devices for the Library Board was discussed at the county level. Concerns of starting an unwanted precedence were mentioned. Once the library has a handle on the budget, there could be review of such purchases through the library.
    - A draft of the Public Records Posting was submitted. Basic information of how to contact in writing, in person, via phone, or email was created. Multiple options from other libraries and city entities of fees and cost for printing and gathering records were presented. The Board will use these as a guide to create a posting. There is **no** policy in the APL for Public Records either.
  9. Requests for Future Meetings: Specifically the Committee of the Whole (COW)
    - Review of Library Director's job description and develop initiation of a hiring plan/posting
    - Review Bylaws Article V and amend as needed
    - Possibility of removing Oginski and selecting a new member to fill the School District's appointee.
  10. Next Meeting Dates:
    - Committee of the Whole (Library Board) Tuesday, July 16, 2024 @ 6:30 p.m.
    - Regular Full Library Board meeting Tuesday, July 23, 2024 @ 6:00 p.m.
  11. Consider Moving into Closed Session pursuant Section 19.85(1)(f), Wisconsin State Statutes
    - At 7:52 p.m. a motion to move into closed session pursuant Section 19.85 (1)(f) was made by Jones, 2<sup>nd</sup> by McDougal. Roll Call Vote. ALL voted YES. Motion carried.
  12. Adjournment.
    - A motion to adjourn the meeting was made by Rebstock, 2<sup>nd</sup> by Listle. Motion carried. Meeting adjourned @ 8:47 p.m.

Nancy Jones, Secretary

