

Antigo Public Library

Board of Trustees

Minutes of October 22, 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	
Sarah Sinkler, Vice-President	Present	
Pam Augustyn, Treasurer	Present	
Nancy Jones, Secretary	Present	
Christian Radcliff	Absent	Excused
Barb Rebstock	Present	
Kim Duchan	Present	
Cate Listle	Present	
Glenda Oginski	Absent	Excused

Others in attendance: Toni Edge, Interim Library Director

1. Call to Order: President Bardo called the meeting to order at 6:00 p.m
2. Roll Call: Quorum established
3. Pledge:
4. Correspondence: none
5. Minutes: A motion was made to approve the 9/17/2024 COW meeting minutes and the 9/24/2024 Regular Library Board minutes by Sinkler, 2nd by Listle. Voice vote. All, "Ayes." Motion carried.
6. WVLS Board of Trustees: Judy Peterson shared
 - a. She is pleased with the board's updated Library Bylaws.
 - b. A WVLS – Service Library public consultant, Chris Wendt, will be inducted into the Library Hall of Fame @ the Wisconsin Library Association Conference in November 2024.
7. APL Foundation President, Jamie Myers, shared information.
 - a. It's a ten person board with two members from the library board
 - b. A private 501(c)3. This is not open to the public.
 - c. Their purpose is to go above and beyond the library's budget. In 1997 a 250K donation was given to build the current library: in the subsequent years they have purchased – the circulation desk, tables and chairs, the new children's area, computers, children's summer programs and kits, the electronic display board, library vehicle, copier, LIBBY app (supply eBooks), book drop containers, security system, and currently looking at digitizing the microfiche.
 - d. Donations add up no matter how small.
 - e. APL Foundation brochures have been given to attorneys and tax accountants for clients who would like to include the library in estate planning or a tax deferment.
8. Director's Report
 - a. Staff training: library was closed on 10/14. Specific expectations were covered and work time given. Toni spoke with the city's labor attorney to lay out a clear path for work evaluations, following expectations, and any possible consequences. Future training can either be to send people off site, or to have a professional come to the library for group training. Technological skills are a real need.

- b. Task force: overall things are going well. Any agreement changes look like they will go into effect in 2026 instead of 2027.
 - c. Elcho Bookmobile: WVLS has put in a request for the Teach Network to be moved to the Elcho Town Hall. Right now there is a hotspot for the computer so they can check out books. It is evident that the town's hall is too small for a permanent library location. Toni would like to contact the Antigo High School Principle, Trina Borneman, to see if the school's tech department could build a small building that could be placed in front of the town hall for a library. There are issues with books on the Book Mobile being suppressed within APSEN, the user catalog. So if a user goes in, they will not see the books listed.
 - d. Solar: an extension deadline was given to November 27, 2024.
 - e. Update on 2024 Budget: There is some confusion with line item issues. – Periodicals, microfiche.
 - f. Update on 2025 Budget and Organizational Restructuring: currently Desiree is doing cataloging, deletions, changing sections (sci-fi, mystery etc. Separating adult from young adult). Jason, Kay, and Toni are planning to meet after the November election for budget issues. The logical option to meet the budget is to implement the restructuring plan – eliminate positions and new ones created that allow streamlining labor.
 - g. Future development:
 - i. Library programming: A Youth Services Librarian is typically a trained librarian or educator. Eliminating this position because the salary is not within our budget and no staff has proper qualifications.
 - ii. A different approach will be taken with outreach and engagement. Each of the fulltime staff will have a portion of this. What specifically is outreach? Engagement? Especially outside of the summer activities.
 - iii. Kits are a significant service that other libraries offer. We need to begin utilizing this feature more in our community. Groups such as 4-H, the scouts and looking at what would make them utilize the library if available.
 - iv. Coffee & Playtime. After story time etc. a cart would be in the McGinley room for parents and children to linger in.
 - v. Evening playtime: Legos and stick building materials. STEM building night.
 - vi. Management of the McGinley Room. There are issues with double booking. One person, Jen, will manage the calendar for this to eliminate any mix up and confusion.
 - vii. Schools and daycares: what services should we provide and what are the benefits of those services?
9. Invoices and Bills: a motion to approve the payment of bills and invoices from the 10/15/24 COW meeting was made by Jones, 2nd by Rebstock. Voice vote. Bardo/ YES Sinkler/YES
Augustyn/YES Jones/YES Rebstock/YES Duchan/YES Listle/YES.
Motion carried.
10. 2025 Budget Draft: a motion to approve the preliminary 2025 Budget Draft was made by Rebstock, 2nd by Sinkler. Voice vote. Bardo/YES Sinkler/YES Augustyn/YES Jones/YES
Rebstock/YES Duchan/YES Listle/YES. Motion carried.
11. Ad Hoc Committee: this committee will create the library director's job description and will consist of Carol Bardo, Kim Duchan, and Sarah Sinkler.
12. Future items: personal devices, Toni's information.
13. Full Library Board Meeting: November 26, 2024
14. Adjourn: a motion to adjourn the meeting was made by Rebstock, 2nd by Listle. Voice vote. All "Ayes." Motion carried. Meeting adjourned @ 7:16 p.m.