

Antigo Public Library

Board of Trustees

Minutes of October 15, 2024

COW (committee of the whole) 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	Present	
Barb Rebstock	Present	
Kim Duchan	Present	
Cate Listle	Present	
Glenda Oginski	Absent: excused	Referendum presentation

Others in attendance: Interim Director, Toni Edge.

1. Call to Order: Meeting was called to order by President Bardo @ 6:00
2. Roll Call: quorum established
3. Pledge
4. Correspondence: none. New Board, Kim Duchan was welcomed.
5. Items to review, discuss and take possible action
 - a. Review of invoices and bills. The electric is still around 50% less because of solar. It's cheaper to buy DVDs @ Wal-Mart. Toni received billing information for the microfiche to be digitized. The total cost would be between 80-90 thousand. The Library Foundation will donate somewhere around 60K and the Historical Society will donate money as well. This process of conversion is important to many members of the community because of the historical preservation of information. A motion to move the bills to be paid to the full board meeting on 10/22/24 was made by Augustyn, 2nd by Listle. Roll call vote: Bardo/YES Sinkler/YES Augustyn/YES Jones/YES Radcliff/YES Rebstock/YES Duchan/YES Listle/YES
Motion carried.
 - b. Review of Financial Reports from the city. Toni explained that there were some issues with the current budget and that it will need to be amended since some expenditures were over and new ones were added throughout the year. Available monies to collect until the end of the year: \$143,107.80 and FUND balance of \$22,292.18. Jason, Kay, and Toni will be working together to settle and reconcile issues. No action was taken.
 - c. Review and Update 2024 Budget. In order to balance the budget, it must first be amended (extra costs etc.) Toni provided a graph of 2022 budget and 2022 actual. 2023 budget and 2023 actual. 2024 budget and 2024 actual to date. And a 2025 budget draft. Toni shared where she tweaked amounts and why- e.g. contractual services were noticeably more, training, postage...Book purchases and periodicals will be broken down

into subcategories moving forward. A motion was made to hold the 2024 budget until the next COW meeting on November 19, 2024 by Jones, 2nd by Sinkler. Voice vote. All “Ayes.” Motion carried.

- d. Review of the 2025 budget draft. Toni presented a chart with two potential paths to have a balanced budget. Ideas of staff changes (i.e. eliminate the Library Services position. Create a second fulltime desk clerk. Cut two of the part-time positions. These changes are a savings of \$43,513.00. With those changes the library could increase hours of operation another hour – open at 9:00 a.m. – close 7:00 p.m.). We would still retain six full time positions. We could also offer more public engagement services. A labor attorney is guiding Toni through the process. A motion was made to hold over the review of the 2025 budget draft until the next COW meeting on November 19, 2024 was made by Augustyn, 2nd by Rebstock. Voice vote. All “Ayes.” Motion carried.
 - e. Review and revise, if needed, current Antigo Library Director’s job description. In the September COW we received information about job descriptions/examples. President Bardo suggested that we create an ad hoc committee to create a solid job description to present to the full board. She would select two more board members to join the committee. All were in agreement to proceed with this.
6. Items for the next COW meeting on 11/19/2024 @ 6:00 p.m.
 - a. Creating an annual calendar of business.
 - b. Electronic devices.
 - c. December meetings.
 7. A motion was made to adjourn by Sinkler, 2nd by Augustyn. Voice vote. All “Ayes.” Motion carried. Meeting adjourned at 7:08 p.m.

Nancy Jones, Secretary