



Antigo Public
Library
617 Clermont
Street
Antigo, WI 54409

715-623-3724
www.antigopl.org

**Antigo Public Library Board of Trustees
Full Board Meeting**

Tuesday, July 22nd, 2025 @ 6:00 PM
APL McGinley Meeting Room

AGENDA

1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. Correspondence, public comments, (informational only)
5. Approval of APL Library Board of Trustees minutes for the COW meeting on 6/17/2025 and the Full Board of Trustee meeting on 6/24/2025.
6. WVLS –Board Member Judy Peterson (informational only)
7. Directors Report
8. Discussion and possible action item(s):
 - a. Approval of bills/invoices reviewed and moved forward from the 7/15/2025 Committee of the Whole meeting.
 - b. Approval of updated Line of Responsibility policy moved forward from the 7/15/2025 Committee of the Whole meeting.
 - c. Approval of the \$10,000 payment to file the 990 tax form for the Solar project.
9. Considerations for next board meeting.
10. Next board meeting will be August 26th, 2025 at 6:00 PM
11. Adjournment.

Sarah Sinkler
APL Board of Trustee President

Please note: Members of and possibly a quorum of members of other governmental bodies may be in attendance to gather information. Any governmental body other than that specifically referred to above will take no action. Upon reasonable notice, efforts will be made to accommodate the needs of the disabled individuals through sign language interpreters or other auxiliary aids. Please call the library at 715-623-3724 to arrange for such accommodations.

Physically posted at Antigo Public Library, Antigo City Hall and Langlade County Courthouse.

Antigo Public Library

Board of Trustees

Minutes of

Meeting : 6:00 p.m.

McGinley Room, Antigo Public Library

Sarah Sinkler- President, Presiding

Name	Attendance	Notes
Sarah Sinkler , President (city)	Present	
Carol Bardo, Vice President (county)	Present	
Pam Augustyn, Treasurer (county)	Present	
Nancy Jones, Secretary (county)	Present	
Cindy Tyler (county)	Present	
Barb Rebstock (city)	Present	
Kim Duchan (county)	Present	
Cate Listle (city)	Present	
Glenda Oginski (school)	Absent	Excused: in Kentucky

Others in attendance: Toni Edge, Library Director

1. Call to Order: President Sinkler called the meeting to order @ 6:00 p.m.
2. Roll Call: quorum established
3. Pledge of Allegiance:
4. Correspondence: none
5. Committee Items: for review, discussion, to be determined to dismiss, held over for further review, or moved to regular board meeting.
 - a. A motion to move the bills/invoices to the regular board meeting on 06/24/2025 for payment was made by Duchan, 2nd by Bardo. Roll call vote: Sinkler/YES Bardo/YES Augustyn/YES Jones/YES Tyler/YES Rebstock/YES Duchan/YES Listle/YES Motion carried.
 - b. In light of Brian Grabowsky's resignation as the Facility Manager at the Antigo Public Library, it was proposed of distributing the work at a cost less of hiring fulltime maintenance. A current front desk worker would take on cleaning the bathrooms twice a day and then to hire a cleaning company for heavy duty cleaning etc. A motion to move to the regular board meeting on 06/24/2025 of eliminating the Open Facility Manager position and replacing it with A Circulation Lead employee with the addition of posting/hiring a part-time cleaner to not exceed 10 hours/week was make by Jones, 2nd by Bardo. Roll call vote: Sinkler/YES Bardo/YES Augustyn/YES Jones/YES Tyler/YES Rebstock/YES Duchan/YES Listle/YES Motion carried.
 - c. Elizabeth took over the electrical key fob security. The east external door does not lock when the power is out. Currently, the door must be manually secured with a bike lock. It will need to be repaired or replaced

- i. There are blind spots with the current security camera system. Permar who manages our security system will come and assess the situations while additionally evaluating the noise that comes from the kitchen (air compressor?).
 - ii. The phone system also is having problems. You can't change the answering messages to allow for notifications of closures, events, etc. It would be beneficial to have a phone tree where there are preset messages and answers for questions that are called in.
 - d. Robert's Rules: The Board will be invite Robin Stowe or Danny Pyett for a refresher/training session at a future meeting.
 - e. Antigo Public Library Board of Trustees Bylaws: a motion to postpone the review of the Bylaws until October pending the Task Force review was made by Bardo, 2nd by Listle. Voice vote. All "Ayes." Motion carried.
 - f. Possible item to include in the APL Board of Trustees Handbook is the Board Essentials from DPI and a mission statement from the Board in its support of the library.
 - g. Sinkler, Jones, Ducan, and Toni will part of the ad hoc committee to put together a initial Library Policy Handbook.
6. Next C.O.W. suggestions: Mission statement. Presentation of policy updates
7. Next C.O.W. meeting: July 15, 2025 @ 6:00 p.m.
8. A motion to adjourn the meeting was made by Bardo, 2nd by Duchan. Voice vote. . All "Ayes." Motion carried. Meeting adjourned @ 7:11 p.m.

Nancy Jones, Secretary

Antigo Public Library

Board of Trustees

Minutes of June 24, 2025

Regular Meeting : 6:00 p.m.

McGinley Room, Antigo Public Library

Sarah Sinkler- President, Presiding

Name	Attendance	Notes
Sarah Sinkler , President (city)	Present	
Carol Bardo,Vice President (county)	Present	
Pam Augustyn, Treasurer (county)	Absent	Excused
Nancy Jones, Secretary (county)	Absent	Excused
Cindy Tyler (county)	Present	
Barb Rebstock (city)	Present	
Kim Duchan (county)	Present	
Cate Listle (city)	Present	Excused
Glenda Oginski (school)	Absent	

Others in attendance: Toni Edge, Library Director

1. Call to order: President Sinkler called the meeting to order @6:00 p.m
2. Roll call: quorum established
3. Pledge of Allegiance:
4. Correspondence: none
5. Approval of Minutes: A motion to approve the 05/20/2025 C.O.W. minutes and the Full Board Library Board of Trustees Annual meeting on 05/27/2025 was made by Duchan, 2nd by Listle. Voice vote. All "Ayes." Motion carried.
6. WVLS: Judy Peterson. Judy had nothing to report due to no meetings until August and September.
7. Director's Report:
 - a. Summer program is going well. A solid number of people are attending. It would be nice to see larger numbers but there is a pull between other weekday opportunities being offered in the community and the lake on the weekends.
 - b. Fund Raising for digitizing. A table at the Music in the Park to hand out information and to give any cash donation or scan available. Lisa is arranging something with the TV stations. A rummage sale will be on August 8th and 9th together with a bake sale. We could have an "Early Pass" for a small fee to attend the rummage sale on the 7th (the Wednesday before). There will be baskets to draw for. Jamie mentioned doing another bake sale at the Music in the Park.
 - c. Resignation of the Facility Manager and the Common Counsel agenda. Toni is trying to clarify the different libraries and their relationships. Understanding the conditions and restrictions of Chpt. 43, Toni has reached out to Teresa Schmidt (DPI), Marla (WVLS) and the city and county attorneys to get answers.

given a nine year term, and if that person leaves prior to the ending of the nine years, a new appointee beings with their nine years.

- e. Ad Hoc committee to review the policy development and Library Policy Handbook.
Jones is chairing this with Sinkler and Duchan.

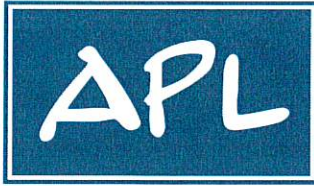
9. Considerations for next board meeting: The condition of the parking lot. It's on the city's list to repave. Robin Stowe will be coming to have a Robert's Rules Review (as per our calendar).
Continue on the Library Handbook.
10. Next board meeting: July 22, 2025 @ 6:00 p.h
11. A motion to adjourn the meeting was made by Duchan, 2nd by Rebstock. Voice vote. All "Ayes."
Motion carried. Meeting adjourned at 6:56 p.m.

Nancy Jones, Secretary

July Invoices to Pay

FUND 285		
UTILITIES		
City Gas	07/16/25	\$29.11
City of Antigo - Water	07/18/25	\$227.42
Charter - Spectrum (phone/internet)	08/06/25	\$150.00
Wisconsin Public Services	7/11/2025	\$285.12
		<u>\$691.65</u>
CONTRACTUAL SERVICES - 52280		
Wisconsin Valley Library Services (IT Services for 2025)	8/9/2025	\$5,500.00
Dept. of Admin. WI (TEACH Services - WL)	7/13/2025	\$600.00
Dept. of Admin. WI (TEACH Services - Antigo)	7/13/2025	\$600.00
		<u>\$6,700.00</u>
FACILITIES		
Amazon (interior trash cans) - 53540	8/9/2025	\$272.60
Amazon (exterior trash cans) - 53540	8/12/2025	\$688.78
Amazon (McGinley Rm. Cleaning supplies) - 53540	8/12/2025	\$67.08
Amazon (Bathroom Cleaning supplies) - 53540	8/20/2025	\$113.70
Amazon (Cleaning Supplies) - 53540	8/27/2025	\$76.00
Amazon (Vacuum bags) - 53540	8/29/2025	\$29.88
Automatic Entrances of Wisconsin, LLC (handicapped door access annual service) - 53540	6/24/2025	\$54.00
		<u>\$1,302.04</u>
OPERATING SUPPLIES - 53100		
Amazon (organization materials & scrapers for opening mail & packages & removing stickers)	08/12/25	\$73.26
Amazon (organization materials & scrapers for opening mail & packages & removing stickers)	08/12/25	\$43.88
Amazon (rubber bands)	08/17/25	\$16.99
Clermont Printing (copy paper)	07/17/25	\$223.18
Clermont Printing (laminator servicing)	07/17/25	\$90.00
Bibliotheca (printer paper for self-checkout + circ desk printer)	7/26/250	234.00
		<u>\$681.31</u>
BOOKS + MEDIA + PROGRAMMING		
Amazon (Adult Books - 53640)	08/13/25	\$29.00
Amazon (Adult Books - 53640)	06/29/25	-\$0.82
Amazon (WL Programming - Shadow Theater - 53900)	08/14/25	\$16.19
Amazon (Adult Books - 53640)	08/15/25	\$28.00
Amazon (Adult Books - 53640)	07/02/25	-\$3.64
Amazon (Adult Books - 53640)	08/16/25	\$12.99
Amazon (Adult Books - 53640)	08/17/25	\$85.19
Amazon (Youth Materials - kids hiking backpack - 53741)	08/21/25	\$28.28
Amazon (Library Programming - 53710)	08/21/25	\$177.67
Amazon (Library Programming - 53710)	08/21/25	\$22.88
Amazon (Children's Books - 53650)	08/23/25	\$64.49
Amazon (Children's Books - 53650)	08/25/25	\$97.26
Amazon (Children's Books - 53650)	08/26/25	\$66.84
Amazon (Children's Books - 53650)	08/27/25	\$10.99
Amazon (Children's Books - 53650)	08/27/25	\$6.99
Amazon (Adult Books - 53640)	08/27/25	\$17.99
Amazon (Adult Books / Replacement for Damaged Book - 53640)	08/28/25	\$31.49
Baker & Taylor (Adult Books - 53640)		\$417.37
Baker & Taylor (Adult Books - 53640)		\$114.79
Baker & Taylor (Adult Books - 53640)	Backorder-	\$609.53
Baker & Taylor (Adult Books - 53640)	ed items	\$659.03
Baker & Taylor (Adult Books - 53640)	received	\$254.99
Baker & Taylor (Adult Books - 53640)		\$278.48
Baker & Taylor (Adult Books - 53640)	08/14/25	\$427.59
Baker & Taylor (Adult Books - 53640)	08/02/25	\$292.10
Marathon County (Lost Book Fee - 53920)	07/23/25	\$12.99
Collaborative Summer Library Program (summer reading logs - 53750)	08/02/25	\$26.56
		<u>\$3,785.22</u>
CREDIT CARD CHARGES		
Square (June service charge - 53100)	06/01/25	\$35.00
Spectrum (June service charge - it was still set to autopay - 52130)	06/09/25	\$150.06
NY Times (June subscription service - 53100)	06/15/25	\$20.00
Dollar Tree (branch programming summer supplies - 53710)	06/27/25	\$25.32
USPS (ill postage - 53180)	06/27/25	\$152.16
Menards (branch programming summer supplies - 53710)	07/09/25	\$132.72
Square(July service charge - 53100)	07/01/25	\$35.00
		<u>\$550.26</u>
FUND 610		
Playaway (Wonderbooks) - 53720	8/9/2025	\$145.98
		<u>\$145.98</u>

Total Bills To-Date: July 2025	
Utilities	691.65
Contractual Services	\$6,700.00
Facilities	\$1,302.04
Operating Supplies	\$681.31
Books + Media	\$3,785.22
Credit Card Charges	\$550.26
Donation Account Expenses	\$145.98
	<u>\$13,856.46</u>



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Policy: Line of Responsibility: Person-in-Charge Workflow in the Absence of the Director

Approved: July 22, 2025

Purpose:

This policy should be used when the Library Director is unavailable.

Policy:

In the absence of the Library Director the line of responsibility extends to and delineates the following individual as the Person-in-Charge (PIC) in descending order:

1. Collections + Catalog Specialist/Librarian
2. Circulation Specialist Lead
3. Inter-Library Loan + Front Desk Specialist/Librarian
4. Circulation Specialist/Librarian

The PIC role is executed under the following situations:

- Non-emergent – the director is out of the building/off the clock and decisions of insignificant importance to the liabilities of the library are required associated with patron experience and service, opening or closing procedures, or staffing decisions such as illness that require immediate attention, though not emergent attention.
- Emergency situations in which the director is not in the building and physically present and harm will come to an individual(s) on library property if immediate actions are not taken or immediate decisions are not made. The PIC will make all decisions and take all actions within the guidelines of approved APL policies, practices, and procedures. A detailed record of the incident will be provided to the director within 72 hours max for retention of liability records.

In the case of extended absences of the Library Director, or vacancy in the position, the Antigo Public Library Board of Trustees will appoint an Interim Antigo Public Library Director who shall maintain the responsibilities of the Antigo Public Library Director until the Antigo Public Library Director returns to work or until a permanent replacement has been selected and hired.

Any decisions made that are considered out of the ordinary need to be documented and the Antigo Public Library Director should be notified immediately. If necessary, the Antigo Public Library Board President or Vice President and/or City AND County Attorney should be contacted.

In cases involving subpoenas or search warrants the PIC – Person-in-Charge should make all efforts to contact the Antigo Public Library Director immediately. The PIC – Person-in-Charge must also contact the City of Antigo AND Langlade County Attorney to inform them of the situation. No others should know about the situation.