

Antigo Public Library
Meeting of the Board of Trustees

March 27, 2018

5:00 p.m.

McGinley Room – Antigo Public Library

Minutes

Meeting of the Antigo Public Library Board was called to order on the above date at 5:02 p.m.

Attendance: Burns, Fischer, Fleischman, Kane, Livingston, Novak, Prunty and Smith. Absent: Bovre. Also attending: Dominic Frandrup, Director, Peg Jopek, WVLS Representative, Maria Pregler, Assistant Director, Linda Szitta and Ken Shestak.

Correspondence, Appearance, Public Comment:

Jopek commended Frandrup and the staff on bringing the library out into the community and making the library's presence felt. Fisher mentioned the lack of support for the library where the city and county are concerned; Prunty asked if library reports are given by the city/county library board representatives; Novak said occasionally. Frandrup stated that a presentation for both city and county boards is in the process of being put together. Prunty suggested inviting the city/county board members to activities during National Library Week.

Approval of Minutes

Smith moved to approve the minutes of the February 27, 2018 regular board meeting; Kane seconded. Carried

President's Comments:

Burns wished the board well as he begins his departure.

Finance & Personnel Committee

Novak noted that the committee met on Monday, March 19, 2018 and reviewed the bills. The committee also discussed the director's evaluation process and agreed that Amy Lynch, Human Resources, should be given the evaluations from both the board and staff, and compile the data which will then be given to the board. Livingston moved to approve the payment of the month's bills; Fischer seconded. Carried. Livingston asked if Frandrup felt the board's evaluation of him is too soon. Frandrup stated general evaluations happen at the six month probationary period, and that he is past that period. Frandrup stated that an evaluation by all board members is required by DPI. Fischer stated that there are a few areas included in the evaluation survey where the board members may not witness his proficiency. Frandrup suggested writing in N/A next to the areas in which they don't feel comfortable rating him on. Prunty asked that the evaluation be approved and handed out so that the existing board members can be a part of Frandrup's evaluation prior to their leave. Fleischman posed the possibility of members shadowing Frandrup after this process is completed. Prunty asked for verification that the board evaluations should be going directly to Lynch whether it be a hard copy or Microsoft Word document. Frandrup verified and asked that the board members put their names on them. Prunty moved to approve the Library Director Evaluation Process and forms presented. Novak seconded. Carried. Frandrup asked that all members have their evaluations in to Lynch no later than Tuesday, April 3, 2018.

Policy Committee

Fischer moved to approve the Computer Use Policy. Livingston seconded. Carried.
Smith moved to approve the Inclement Weather Policy. Fischer seconded. Carried.
Smith moved to approve the Interlibrary Loan Policy. Fleischman seconded. Carried.
Prunty moved to approve the removal of the WiFi Policy. Smith seconded. Carried.

Director's Report

Prunty mentioned that she appreciated the report included from one of the branch libraries. Frandrup stated he wanted to include them in his report so that the board and he both know what's going on in their branches. Novak asked when the student artwork will be coming down, Frandrup stated April 14, 2018.

Smith moved to approve the Director's Report. Novak seconded. Carried.

Unfinished Business

None.

New Business

LED Replacement

Frandrup presented three bids for the lightbulb replacement in the library. Of the three, Grabowsky and Frandrup preferred LED Services LLC of Greenville, Wisconsin. All materials used to complete the project have a 5 year manufacturer warranty, and recycling of materials is also included. The total project will come to a total of \$15,463 with a total cost per year of \$2,998.86, a \$6,395.08 of savings per year over existing lighting. Focus of Energy rebate of \$5,292.57. After the rebate is in place the total cost of the project will be \$9,533.43. Fleischman asked where the funding for this project will be coming from; Frandrup stated he would like to use money from our 610 donations account because there is no capital fund this year. Frandrup will then put the rebate money back into the donations account. Smith moved to accept the bid for LED replacement from LED Services LLC. Fleischman seconded. Carried.

WPLC Committee Appointment

Frandrup stated that WVLS would like him to be appointed to the Steering Committee for the Wisconsin Public Library Consortium. Frandrup stated he has accepted the appointment informally, but would still like board approval. The committee generally meets six times per year online and one time per year in person. The in person meeting will be held at the WLA Conference in Pewaukee, WI from May 2-4. Novak moved to approve Frandrup's appointment to the Steering Committee. Smith seconded. Carried.

AVA Partnership

Frandrup stated he is working with AVA to add picture rail to the inside of the library. This will provide more space for wall hung artwork, and an easier way to hang such artwork. The current quote for the picture rail is around \$2,000, and AVA may assist with the cost and are also looking for more carpenter bids for this project. Prunty thanked Frandrup for working with the art community in Langlade County.

Next Meeting Dates:

- Personnel & Finance Committee – Monday, April 16, 2018 at 9:00 a.m.
- Policy Committee- Tuesday, April 24, 2018 at 4 p.m.
- Regular Board Meeting – Tuesday, April 24, 2018 at 5 p.m.

Novak moved to adjourn the meeting; Fleischman seconded. Carried. The meeting was adjourned at 6:03 p.m.

Respectfully submitted by,

Maria Pregler
Assistant Director