

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

August 28, 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 5:00 p.m.

Attendance: Bovre, Fleischman, Novak, Rebstock, Scupien, Shestak, Smith, and Szitta. Also attending: Dominic Frandrup, Director, Nancy Fredrickson, Staff, Peg Jopek, WVLS Representative, Elizabeth Merry, Staff and Maria Pregler, Assistant Director.

*Correspondence, Appearance, Public Comment:*

Jopek mentioned that an employee complimented the library on implementing the read down your fines program.

*Approval of Minutes*

Szitta moved to approve the minutes of the July 26, 2018 regular board meeting; Rebstock seconded. Carried.

*Personnel and Finance Committee*

Novak noted that the committee met on Monday, August 20, 2018 and reviewed the bills. Szitta moved to approve the payment of the monthly bills. Rebstock seconded. Carried.

*Policy Committee*

Bovre stated the Policy Committee did not meet. A meeting is scheduled for September 25, 2018 at 4:30 p.m.

*Building and Grounds*

Fleischman stated the Building and Grounds Committee did not meet.

*Staffing, Facilities, Volunteers, Events*

Frandrup stated that Deb Van Auken has resigned from her position as library clerk.

*Trustee Essentials Chapter 3*

Szitta questioned why there is only one appointed alternate member for the Personnel and Finance Committee. Frandrup asked if anyone would like to volunteer to be a second alternate. Bovre volunteered. Rebstock moved to approve the appointment of Bovre as second alternate for the Personnel and Finance Committee. Fleischman seconded. Carried.

*Request for vacation carryover for Frandrup*

Frandrup stated that because his vacation was not listed on the agenda last month it was requested that it be added for reapproval by the board this month. Rebstock moved to approve 40 hours of vacation rollover for Frandrup. Szitta seconded. Carried.

Frandrup asked for authorization to move portions of the \$4,080.02 donation from the Library Foundation from the Library Donation line for budget amendments to Contractual Services (3,080.02) and Library Programming lines (\$1,000). Rebstock moved to approve movement of \$3,080.02 to Contractual Services from the Library Donation line and \$1,000 to Library Programming from the Library Donation line. Szitta seconded. Carried.

#### *Parking Lot Project*

Frandrup stated that the county has approved to pay \$7,000 towards the repaving project; however, the accepted bid is over the originally thought \$21,000. Frandrup explained that the Library Board did not approve an amount to pay towards this project, so there are a few options. Option one is agreeing to pay one-third of the project with the total cost being unknown at this time. Option two is agreeing to pay up to \$7,000 and mirror the county's current agreement. Rebstock questioned why the current estimate is around \$40,000 and referenced the bid from the Public Works committee meeting on August 22. Frandrup stated that the \$40,000 is for the entire lot, but the library's portion is for the parking spaces, which will be based upon square footage. Fleischman questioned what the square footage is estimated to be; Frandrup stated around 300 feet.

Novak moved to pay equal amount to what the county pays. Rebstock seconded. Carried.

Novak asked to invite a city representative to the September board meeting to discuss the billing and bidding procedures for this project. Rebstock stated she would invite Mark Desotell to the September meeting.

#### *2019 Budget*

Frandrup stated that there is a correction to the draft budget. The 285 account includes the library's carryover funds and currently has \$119,000 in the carryover account. The 610 account is the donation balance.

In 2016 the difference between our revenue and expenditures was over budget of \$76,234.67 but had enough in the carryover account to cover the difference. In 2017 the difference was scheduled to be a deficit of \$34,166.36. However, because of being short staffed we were able to have a positive carryover \$22,527.92. In 2018 are expecting to be approximately \$19,996.74 over budget with the balance coming from the carryover account. In 2019 we are expected to overspend by \$16,508.36 if the library continues to spend as it currently is. Other cost saving measures have been taken, which includes cutting:

Cloud Library, which will save around \$10,000 a year. All of the digital licenses have been moved to an Overdrive Advantage account which is a superior product and offers better pricing of downloadable e-books and e-audiobooks because of our WVLS partnership.

Friday interlibrary loan delivery services, which will save around \$1,000 a year in Contractual Services with WVLS.

Mango Languages, which will save around \$2,000 a year. A similar service will be offered through WVLS called Gales Courses and is a superior resource.

The final payment of approximately \$20,000 from Shawano County to the Antigo Library will take place in 2019 due to Shawano's transition to a consolidated county library. Looking forward to the 2020 budget the library will be short budgeted around \$34,000 if spending continues as is. With Van

Auken's resignation Frandrup has adjusted staff hours to fill her current hours until a replacement can be hired. Rebstock asked when the last city increase was; Frandrup said 2011. Frandrup stated that he approached the city and the county last year for more funding and they turned him down. Rebstock suggested inviting someone from the county to the September meeting as well as Desotell. Smith asked how much money would be saved if Van Auken's position wasn't refilled. Frandrup stated Van Auken worked approximately 1,500 hours a year, and we can't work that short staffed for more than necessary, as other staff jobs will suffer. Frandrup stated he would like to retain his current staff.

Frandrup stated that no agreements currently exist with any of our branch locations, but he is currently working with an outside legal firm to draw up agreements. He also said and he would like to make presentations at their villages about the library budget. The branches can function as is for 2019, but after that it will be a problem because of the Shawano County consolidation and lack of funds. If the branches end up closing, Elizabeth Simek's job as Outreach Librarian will double because of the need to continue to serve the village areas with library materials. Frandrup stressed that he does not want to lose any of his staff or branches. Scupien suggested going to the village boards of the branch locations and presenting the projected budget and options to them while asking for their monetary support.

Frandrup stated that White Lake does pay a portion of the branch clerk's salary so the library can stay open additional hours in addition to what the Library currently budgets, and he is willing to use that as an example for the remaining village boards.

Fleischman moved for Frandrup to present the budget to the branch village boards and supervisors and ask for their assistance. Novak seconded. Carried.

Frandrup mentioned that he will also be speaking with the city/county boards and asking for funds. Novak stated he would join Frandrup at the county meeting.

Frandrup mentioned he would like to give part-time staff a \$.25 an hour raise to assist with the loss of hours. Rebstock asked when the last time the staff received a raise; Frandrup stated at the beginning of the year. Rebstock questioned why Frandrup wants to give another raise this year; Frandrup stated he wants to retain staff and a 25 raise for them equaled \$304 for the year when they make \$10.20 an hour and local businesses are hiring at \$12 an hour the library is not competitive when hiring.

Frandrup questioned how many hours he should offer Van Auken's replacement.

Frandrup stated that another thing to keep in mind is the Capital Improvement Plan, which city has agreed to look at budgeting a portion of for the library HVAC over both 2019 and 2020 budget cycles and an estimated cost of \$50,000.

Another option mentioned was changing the operating hours on Fridays and Saturdays. Fridays the library would be open 10-5:30 and Saturdays the library would be open 10-2 with staff coming in a half an hour prior to opening for all open days instead of one hour. Merry questioned the impact on full-time staff. Frandrup stated they can take off 3 ½ hours during the week and work 9:30-2 on Saturdays.

Fleischman moved to approve closing the library at 5:30 p.m. on Fridays beginning immediately. Scupien seconded. Carried.

Scupien moved to approve changing the Saturday hours of operation from 10-2 beginning the week of October 1, 2018. Szitta seconded. Carried.

Also mentioned was to close Saturdays before/after a holiday, depending on when the holiday falls during the week. Fleischman moved to follow the city schedule for holidays beginning at Thanksgiving and including Saturdays prior to and/or directly following a holiday. Scupien seconded. Carried.

Meeting Dates:

Personnel and Finance Committee—Monday, September 17, 2018 at 9 a.m.

Policy Committee—September 25, 2018 at 4: 30 p.m.

Regular Board Meeting – Tuesday, September 25, 2018 at 5 p.m.

Scupien moved to adjourn the meeting; Rebstock seconded. The meeting was adjourned at 6: 54 p.m.

Respectfully submitted by,

Maria Pregler  
Assistant Director