

Antigo Public Library
Meeting of the Board of Trustees

October 23, 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 5:01 p.m.

Attendance: Bovre, Novak, Rebstock, Scupien, Shestak, Smith, and Szitta. Absent: Fleischman.
Also attending: Maria Pregler, Assistant Director.

Correspondence, Appearance, Public Comment:

No comments made.

Approval of Minutes

Rebstock moved to approve the minutes of the September 25, 2018 regular board meeting; Szitta seconded. Carried.

Personnel and Finance Committee

Novak noted that the committee met on Monday, October 15, 2018 and reviewed the bills.

Szitta moved to approve the payment of the monthly bills. Smith seconded. Carried.

Policy Committee

Bovre stated the Policy Committee met and discussed changes to several policies, including:

Access to Library Materials and Services-Freedom to Read & Library Bill of Rights

Collection Development

Mission Statement

Occupancy Limits

Smith questioned what happens when a parent wants to limit the types of materials their children can check out. Pregler stated a message is added to the child's account making the staff aware that the parents want their child barred from checking out certain types of material. Smith asked if there's a form for the parents to sign stating they want this monitoring to take place; Pregler said no, that the messages placed on a child's account acts as parental acknowledgement.

Scupien moved to approve the policies as presented. Novak seconded. Carried.

Building and Grounds

Novak stated the committee did not meet.

Staffing, Facilities, Volunteers, Events

Pregler stated that Rachael Uponen has been offered and accepted the position of Library Clerk, and will begin training Friday, October 26, 2018.

Trustee Essentials Chapter 5

Szitta questioned if the Library Director chapter was used during the latest hiring process. Bovre stated she wasn't sure, but that Amy Lynch was of huge help during the process.

Review of Library By-laws

Scupien suggested tabling the discussion of the by-laws until November to give members more time to read them.

Parking Lot Project

Pregler stated that the library received the final invoice for the parking lot project and that the library's total came to \$7,993.54. Pregler mentioned that the original bid was for \$7,500. She also mentioned that the library was charged the regular hourly rate instead of external for equipment usage.

2019 Budget

Pregler stated that there has been a change to the Health Insurance budget, and it will increase by \$14.00. Pregler also explained that the full-time staff will see an increased rate per month as well, depending upon what type of insurance plan they currently have. Novak moved to approve the increase for the Health Insurance budget. Rebstock seconded. Carried.

Consider Hour Changes At the Elcho Branch

Scupien moved that Elcho collect another month of statistics once the school year has started and the board will review afterward. Szitta seconded. Carried.

Draft Library Branch Agreement Planning

Smith asked to table the discussion of the branch agreement, as she and a few other members did not receive the document.

Meeting Dates Schedule for November and December

Pregler stated the meeting dates have changed for the November and December because of the holidays. Novak mentioned he would not be able to attend the December Personnel and Finance Committee. Rebstock agreed to attend the Finance and Personnel meeting in December as an alternate for Novak. Szitta agreed to chair the meeting in Novak's place.

Meeting Dates:

Personnel and Finance Committee—Monday, November 12, 2018 at 9 a.m.

Policy Committee—Tuesday, November 27, 2018 at 4: 30 p.m.

Regular Board Meeting – Tuesday, November 27, 2018 at 5:00 p.m.

Scupien moved to adjourn the meeting; Rebstock seconded. The meeting was adjourned at 5:35 p.m.

Respectfully submitted by,

Maria Pregler
Assistant Director