

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

November 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 5:01 p.m.

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

*Correspondence, Appearance, Public Comment:*

Jopek stated that a former employee commented on the openness of the library's layout.

*Approval of Minutes*

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

*Personnel and Finance Committee*

Novak noted that the committee met on Monday, November 12, 2018 and reviewed the bills.

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

*Policy Committee*

Bovre stated the Policy Committee met and discussed changes to several policies; Bovre stated the Policy Committee would like to eliminate the Administrative Leeway Policy, as the policy was located elsewhere and therefore redundant. Scupien moved to eliminate the Administrative Leeway Policy. Rebstock seconded. Carried

Rebstock moved to approve the Personnel policy as presented. Bovre seconded. Carried

Rebstock moved to approve the Services to the Blind Policy as present. Bovre seconded. Carried.

Rebstock moved to approve the Computer and Internet Use Policy as present. Bovre seconded. Carried.

Rebstock moved to approve the Display Policy as present. Novak seconded. Carried.

*Building and Grounds*

Fleischman stated the committee did not meet.

*Staffing, Facilities, Volunteers, Events*

Frandrup stated that the library had lost a Library Clerk that day and offered to move the discussion to closed session in Personnel and Finance during the December meeting. Joe Novak, Personnel Chair, agreed to add it to that agenda.

*Trustee Essentials Chapter 6*

No comments were made.

*Parking Lot Project*

Frandrup stated the parking lot project has been completed and asked that the Library Board approve payment.

Rebstock moved to authorize the payment of \$7993.54 From 610.620.62001.5705 Capital Equipment for parking lot project. Scupien seconded. Carried.

*2019 Budget*

Frandrup stated that there has been a change to the Health Insurance budget, and it will increase by \$4.00, not \$14.00 and previously stated.

*Consider Hour Changes At the Elcho Branch*

Flieschman moved that Elcho branch change their hours to 12-4 Monday, Wednesday Thursday, effective December 17, 2018. Rebstock seconded. Carried.

*Draft Library Branch Agreement Planning*

Frandrup stated that he hopes to have the branch agreement in place with the respective townships, as well as the city and county by 2020 if everyone agrees to the terms in place. Scupien moved to let Frandrup present the agreements to the townships of each branch, as well as the city and county. Fleischman seconded. Carried.

*Authorization to move \$899.94 donation from the Library Foundation from 285.460.00000.46715. (Library Donation) for budget amendment to increase line item 285.620.62001.5322 (Computer Supplies)*

Frandrup stated the Foundation has agreed to pay for the Nintendo Switch and TV. Frandrup asked that the Library Board approve moving the funds from the Donation line to Computer Supplies line.

Fleischman moved to authorize the movement of \$899.94 from 285.460.00000.46715. (Library Donation) for budget amendment to increase line item 285.620.62001.5322 (Computer Supplies). Rebstock seconded. Carried.

*Library Schedule 2019*

Fleischman moved that the library continue to follow the City of Antigo holiday closure schedule, and include the Saturdays prior to Memorial Day and Labor Day. Novak seconded. Carried.

*Increase Dominic Frandrup's city issued credit card limit*

Frandrup stated that the city is working on including the library under the city's Amazon account, which would include invoice billing. Frandrup stated that if the change happens, the credit card may not need an increased limit. Scupien moved to postpone discussion of Frandrup's credit card limit to December. Rebstock seconded. Carried.

Meeting Dates:

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

Policy Committee—Tuesday, December 18, 2018 at 5:15 p.m.

Regular Board Meeting – Tuesday, December 18 2018 at 5:30 p.m.

Scupien moved to adjourn the meeting; Rebstock seconded. The meeting was adjourned at 6:15 p.m.

Respectfully submitted by,

Maria Pregler  
Assistant Director