

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

January 22, 2019

5:30 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, Rebstock, Rettinger, Scupien, Shestak, and Szitta. Absent: Novak, and Smith. Also attending: Dominic Frandrup, Director, Peg Jopek, WVLS Representative, and Maria Pregler, Assistant Director

Correspondence, Appearance, Public Comment:

Jopek apologized for the accident involving the library. Bovre stated she recently spoke with Jo Ann Belanger who expressed appreciation for Pregler and her book club.

Approval of Minutes

Shestak to approve the minutes of the December 18, 2019 regular board meeting; Scupien seconded. Carried.

Personnel and Finance Committee

Szitta noted that the committee met on Monday, January 21, 2019 and reviewed the bills. Scupien moved to approve the payment of the monthly bills. Rebstock seconded. Carried.

2019-2020 Budget.

Frandrup stated he is currently missing the 2018 expended line because he just got those numbers from the city. Frandrup stated that the total revenue line and the total expenditure line do not match but they should. Frandrup stated that since 2011 the library has been pulling money out of its carryover account to make the budget whole. Frandrup explained that the carryover account consists of money from both city/county that the library hasn't spent. Frandrup stated that in 2017 there was a carryover of \$22,000 due to the director position being open for three months. In 2018 there is a projected carryover of \$10,394. Frandrup mentioned that for 2019 there is a projected deficit of \$16,512. Frandrup stated that if he can continue to cut costs in different areas of the budget, he is hoping to postpone that deficit. Frandrup reminded the board that in 2020 the library will not longer be receiving payment from Shawano County, which will lead to a deficit of close to \$56,000.

Frandrup stated that any Capital Improvement Plan (CIP) projects would also come out of these funds.

Frandrup stated that Mark Desotell and Robin Stowe have both agreed to attend the February board meeting to discuss the CIP plan, the library agreement and other budget details. Szitta suggested presenting the city and county boards with the patron and circulation numbers.

Frandrup present the current CIP plan which includes:

Installing a new HVAC (heating) system, which would cost around \$51,000.

Installing a new air conditioning system.

Pouring a concrete patio/landscaping around the front of the library building.
Installing new hot water boilers.
New phone system.
New adult computers.
Delivery van.

Foundation CD

Frandrup stated that the Foundation has asked the library board to decide what to do with the CoVantage CD. He explained they can renew the CD for another five years, so decide to do something else with the funds. If the CD is renewed and the board discovers they need the funds for a specific purpose later on, they can take the money out but would have to pay a penalty. Scupien moved to renew the CoVantage CD for another five years. Rettinger seconded. Carried.

Policy Committee

Fleischman moved to accept the Meeting Room Reservation Policy as presented. Bovre seconded. Carried.

Rettinger noted that the Circulation Policy still includes not circulating new magazines, which is no longer the case and asked Frandrup to fix that. Rettinger moved to accept to Circulation Policy with aforementioned correction. Bovre seconded. Carried.

Building and Grounds

Fleischman stated the committee did not meet.

Director's Report and Statistics

No questions were asked.

Staffing, Facilities, Volunteers, Events

Frandrup stated he will be making an offer for the Library Clerk position this week.

Trustee Essentials Chapter 8

No questions were asked.

Meeting Room Reconstruction

Frandrup stated he received all of the quotes needed for the meeting room reconstruction project, which also includes new carpeting which will match the carpeting in the library proper.

CIP Project Committee

Frandrup stated he needs two library board members to represent the board and library on the CIP Project Committee. Two possible meeting dates are January 29th at 9:30, 11:30, 1:30 or 3, or February 13th for 8:30, noon, 1:30 or 3:30. Scupien suggested sending out a group e-mail.

WVLS Board of Trustees
No questions were asked.

Meeting Dates:

Personnel and Finance Committee—Monday, February 18, 2019 at 9:30 a.m.

Regular Board Meeting – Tuesday, February 19, 2019 at 5:30 p.m.

Fleischman moved to adjourn the meeting; Rebstock seconded. The meeting was adjourned at 6:42.

Respectfully submitted by,

Maria Pregler
Assistant Director