

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

February 19, 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 5:30 p.m.

Attendance: Bovre, Fleischman, Novak, Rebstock, Rettinger, Shestak, Smith and Szitta. Absent: Scupien. Also attending: Mark Desotell, City Administrator, Dominic Frandrup, Director, Brian Grabowsky, Maintenance, Kaye Matucheski, City Finance Director, Maria Pregler, Assistant Director, Pam Resch, County Finance Director, and Robin Stowe, Corporation Counsel.

Correspondence, Appearance, Public Comment:

None.

Approval of Minutes

Szitta to approve the minutes of the January 22, 2019 regular board meeting; Rebstock seconded. Carried.

Personnel and Finance Committee

Novak noted that the committee met on Monday, February 18, 2019 and reviewed the bills. Szitta moved to approve the payment of the monthly bills. Rebstock seconded. Carried.

Policy Committee

Bovre stated no meeting was held.

Building and Grounds

Novak stated no meeting was held.

Director's Report and Statistics

No questions were asked.

Staffing and Facilities

Frandrup stated Steve Ewen has begun his third week as Library Clerk and is doing well.

Annual Report 2018 approval

Here no questions or comments, Rebstock moved to approve the 2018 annual report as prepared and presented by Frandrup. Szitta seconded. Carried.

Capital Improvement Plan and Library Funding

Stowe began by stating that the current library agreement between the city and county has been in place since 2007. Since that agreement has been in place, it has been the expectation that the library will set aside funds for any Capital Improvement Plan (CIP) projects; while at the same time, any surplus funds would be carried over from year to year. As it stands, the current agreement doesn't include the library having to contribute 1/3 towards CIP projects. Smith recommended having the 1/3rd agreement in writing for future library board members and library employees. Stowe agreed that having a memorandum of understanding (MOU) would be beneficial. Szitta asked for an explanation of why the budget has flatlined since 2011. Desotell stated that the library is the only department to have a carryover fund balance from year to year. Novak questioned how the library is expected to recoup the loss of Shawano county's cross county billing payment. Desotell explained that the current fund balance is \$42,739.38 which consists of prior city and county funds. Frandrup mentioned that \$15-16,000 of the fund balance needs to reimburse the 610 account for the LED project.

Matucheski explained there is a current temporary investment library capital project reserve balance of \$40,562 that's included in the fund balance. However, there is no current list of what that money is for. She also explained that in the past there was an existing state law that stated the municipality (city) had to fund the library at a three-year average in order to be part of the Wisconsin Valley Library Service. At the time the city felt the need to cut the library due to budget constraints, but the library board would not allow it. Once the law was abolished, the city froze the library's budget at \$306,690 because other departments take cuts and the library does not.

Novak questioned if abolishing the 1/3 agreement would be better for future projects. Desotell said if that were the case, the funding municipalities would need to reconsider the current budget and surplus. Frandrup stated that according to the statutes, if the library doesn't maintain its carry forward it would be considered a class E felony.

Frandrup stated that with the 2018 numbers Matucheski provided, he is projecting a deficit for 2020 of \$36,000 if everything is kept flat except for wages. Stowe mentioned that the county currently oversees any CIP projects and there is a meeting scheduled for the library CIP committee on February 27th at 2 p.m. in the county board room. He also mentioned that if the library spaces their CIP projects out, the money in their fund balance would have a chance to recoup itself. Desotell mentioned that the draft fund balance from 2018 is \$159,085.93. Matucheski also explained that if there's any severance pay, the city and county give the library extra money for them, as severances do not come out of the library's budget.

Stowe mentioned that in order to create an MOU, both municipalities would need to agree on several points. However, the MOU would not be binding; therefore, if any party needed to back out, they could. Szitta stated her concern that if the carryover balance becomes depleted, the library services may diminish; therefore, causing the patrons to seek service in other counties. Matucheski explained that the current carryover funds will not get moved unless the library board acted to move it to capital, and that the current unaudited balance is \$159,085.93, which does not include any 2019 expenditures. Frandrup clarified that this money could be used for operations if it is not moved for capital.

Resch questioned if the parties are working on alternative ways to make up the short fall from Shawano. Desotell explained that Frandrup is working with the branch townships and discussing cost options. Stowe asked if the Shawano county loss has something to do with the school district, and if we can ask the district for assistance. Frandrup stated if we attempted to bill Shawano county residence directly, that would put the library in a negative light. Matucheski also suggested changing employee schedules and not hiring for an open position. Frandrup stated he's already done as suggested. Matucheski also suggested investing.

Trustee Essentials Chapter 8

No questions were asked.

Meeting Room Reconstruction Update

Frandrup stated Grabowsky approved the block purchased to fix the outside wall, and that the carpeting replacement is set for May.

ARSL Conference

Frandrup explained that he needs board approval to submit paperwork for a scholarship to attend the ARSL Conference in Vermont from September 3-7, 2019. He further explained that with the scholarship, the conference would be all expenses paid. Bovre moved to approve Frandrup's submitting the scholarship paperwork and attending the conference if the scholarship is awarded. Fleischman seconded. Carried.

Authorization to move funds

Frandrup asked for authorization to move \$36,702.73 payment from State Farm from 285.480.00000.48400. (Insurance Recoveries) for budget amendment to increase line item 285.620.62001.57070 (Capital Improvements). Novak moved to approve the authorization per the agenda. Bovre seconded. Carried.

WVLS Board of Trustees

Frandrup stated no meeting was held.

Meeting Dates:

Personnel and Finance Committee—Monday, March 18, 2019 at 9 a.m.

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

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

Respectfully submitted by,

Maria Pregler
Assistant Director