



**ANTIGO PUBLIC LIBRARY BOARD OF TRUSTEES
MEETING OF THE PERSONNEL & FINANCE COMMITTEE
MINUTES**

Monday, January 20, 2020

9:05 a.m.

Staff Lounge – Antigo Public Library

The meeting was called to order by Novak at 9:013

Attendance: Novak, Perkins and Szitta. Also in attendance: Dominic Frandrup, Director and Maria Pregler, Assistant Director.

Szitta moved to approve the regular committee meeting minutes of December 16, 2020 Perkins seconded. Carried.

Perkins moved that the committee recommend approval of payment of the bills to the full board; Szitta seconded. Carried.

Staffing levels. Frandrup stated there may be a change with the Elton branch once Kristy and Marlene officially resign; however, specifics have not been agreed upon.

2020 Budget. Frandrup stated the library is currently \$23,000 over budget; however, that does not include the end of 2019 invoices.

Library Director Job Description. Szitta moved to approve the Library Director's job description as presented. Perkins seconded. Carried.

Personal Days. Perkins moved to include the Library in the City of Antigo's updated Personal days policy, and present the change to the full board. Novak seconded. Carried.

HVAC project funding. Frandrup stated the city has decided to take the lead on the project and has requested that a company from Rhinelander tour the building and design a new system. The company will not see the existing designs; however, anyone can bid on the project once the design is complete. Frandrup mentioned that the design process will save money on the building phase.

Other Matters Authorized by Law to be Considered:

Referrals to full board, committees or future meetings. No discussion or action may be taken.

Szitta moved to adjourn the meeting; Novak seconded. Carried. Meeting was adjourned at 10:21 a.m.

Respectfully submitted,

Maria Pregler
Assistant Director