

Antigo Public Library
Meeting of the Board of Trustees
Tuesday, May 26, 2020
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 5:32 p.m.

Attendance: Fleischman, Hayes, Perkins, Rebstock, Rettinger, Scupien, Shestak and Szitta. Also attending: Dominic Frandrup, Director and Maria Pregler, Assistant Director. Via Phone: Jopek, WVLS Representative and Novak.

Correspondence, Appearance, Public Comment:

Jopek mentioned she sent a copy of the Antigo Daily Journal's article about the library's curbside serve to Denise Wendt. Jopek also mentioned that she is very pleased with Frandrup's handling of PR.

Approval of Minutes

Rettinger moved to approve the minutes of the Friday, May 1, 2020 regular board meeting; Perkins seconded. Carried.

Personnel and Finance Committee

Perkins moved to approve the payment of the monthly bills. Scupien seconded. Carried.

Staffing and facilities – Emergency COVID 19 Procedures

Frandrup stated he is planning to have a limited opening on levels 1&2. Level one includes continuing curbside service. Level two includes being open Monday through Thursday 9-6 and having the building closed to the public on Fridays and Saturdays. Frandrup explained that the public cannot be required to wear facemask; however, it is strongly encouraged. Staff is mandated to wear facemasks whenever out in the public areas.

Frandrup stated the level two opening is planned for June 1st, with no limit to the number of people in the building and limited furniture/computers available. The Patron Code of Conduct will also be heavily enforced. The indoor drop boxes have been taped shut and all materials returned will be in quarantine for at least 72 hours. Hand sanitizer will also be available for public use. The smaller meeting rooms will be available for public use, but the McGinley Room will be via appointment with Frandrup only. Frandrup mentioned White Lake will be open Mondays and Thursdays 12-4 and that Elcho's reopen date is currently unknown.

Novak stated that some county departments are waiting to hear back from the health department about the possibilities of their slowly reopening.

Rebstock moved to approve the library open at level two on June 1, 2020. Perkins seconded. Carried.

HVAC Project

Frandrup stated the project is getting close to going into the bid process. The project will cost an estimated \$89,000; however, the companies bidding can bid lower. Frandrup mentioned there is

discussion of possibly tying the electric heaters together into the HVAC system, which may save money as well.

Frandrup stated he would like to attend the bid openings and suggests a board member do the same. However, the board will have to follow the city's suggestion, as they have taken the lead on the project but the library board does have input.

Frandrup mentioned the project should be complete in September of this year.

Account statement

Frandrup stated he misplaced a credit card receipt and paid the \$4.90 out of pocket. The receipt has since been found and turned in to the city.

2020 Budget

Frandrup stated that if the library continues with limited hours through the end of the year, the budget will likely come out without cutting anything extra. Assuming the city and county budget remain flat, there will still be a need of \$20,000 for the following year.

Frandrup stated Shawano County has made their ACT 420 payment for 2018.

Szitta questioned if the library will receive the \$33,000 back in 2021 since the project came in under budget. Frandrup stated he is unsure.

Meeting Dates:

Personnel and Finance Committee—None

Regular Board Meeting – Tuesday, June 23, 2020

Perkins moved to adjourn the meeting; Rettinger seconded. The meeting was adjourned at 6:23 p.m.

Respectfully submitted by,

Maria Pregler
Assistant Director