

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

Tuesday, July 28, 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 5:31 p.m.

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

Correspondence, Appearance, Public Comment:

Approval of Minutes

Rettinger moved to approve the minutes of the Tuesday, June 23rd, regular board meeting. Scupien seconded. Carried.

Personnel and Finance Committee.

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

Frandrup stated that the county is looking at reducing the amount of committee appointments. The county has given Novak permission to stay on the library board; however, he is no longer on the finance committee.

Budget 2020-2021.

Frandrup stated the city and county would like to know what the library board is going to request for the 2021 budget. The county has asked that each department decrease their budgets. Scupien suggested holding off on the decision in case other avenues become available.

Authorization to move \$500.00 donation from the Library Foundation from 285.460.00000.46715. (Library Donation) for budget amendment to increase line item 285.620.62001.5228 (Contractual Services)

Scupien moved to authorize movement of \$500.00 donation from the Library Foundation from 285.460.00000.46715. (Library Donation) for budget amendment to increase line item 285.620.62001.5228 (Contractual Services) Perkins seconded. Carried.

Replacement Treasurer for J. Novak on Personnel and Finance Committee. Frandrup stated that the board needs to have a Treasurer, but they don't need to sit on finance. As it stands, the personnel and finance committee will be one member short even if Novak agrees to stay on as Treasurer. Rettinger and Scupien have both agreed to be alternate members of the Personnel and Finance meeting. Both members agreed to fill in at the meetings until elections can be held.

Library Services during COVID-19

If a staff member contracts COVID, the library will shut down for two weeks, which will allow the other staff members to quarantine themselves. The emergency procedure states that the library will be following the CDC guidelines. The staff will continue to quarantine returned materials for 72 hours before checking in.

HVAC Construction update

Frandrup mentioned that two vendors came to do a walk through for the HVAC project; AES and ACC. Bid opening takes place next Monday, August 3rd at city hall at 10 a.m in the Multipurpose Room. Frandrup asked that at least one board member attend the bid opening with him. Hayes and Perkins stated they would be available to attend.

Water bubbler Replacement

Heinzen cannot get parts for the water bubbler replacement. The project is currently delayed.

2020 budget

Frandrup stated that the library is saving a little bit of money by only being open four days a week.

Temporary Art Installation

Frandrup stated AVA has been collecting colored caps to use for a small art installation (4x4), which will be placed in the front lawn.

Approval of job descriptions modified to fit DPI policies.

Hayes moved to approve the job descriptions as presents. Rettinger seconded. Carried.

Meeting Dates:

Personnel and Finance Committee— August 17, 2020 at 10 a.m.

Policy Committee-- None

Regular Board meeting— August 25, 2020 at 5:30 p.m.

Hayes moved to adjourn the meeting; Rebstock seconded. The meeting was adjourned at 6:27 p.m.

Respectfully submitted by,

Maria Pregler
Assistant Director