

**Antigo Public Library  
Board of Trustees  
Minutes of Meeting Held January 24, 2023  
Regular Meeting: 5 p.m.  
McGinley Room, Antigo Public Library  
Moira Scupien, Presiding**

Name	Attendance	Notes
Moira Scupien, Vice President	Present	
Sheryl Perkins, Treasurer	Present	
Ken Shestak, Policy Chair	Present	
Becki Kassis, Build/Groun Chair	Present	
Terry Brand	Present	
Abby Mattek		Her first meeting is in February
Ben Pierce	Present	
Barb Rebstock	Present	
Gloria Rettinger	Present	

Others in attendance: Ada Demlow, Library Director, Judy Peterson, WVLS Board Representative, Mark Desotell, City Administrator, Jason Hilger, County Administrator

**Call to Order**

Scupien called the meeting to order at 5 p.m.

**Approval of Library Board Minutes from December 6, 2022**

Rettinger made a motion to approve the minutes with with amendments to include noting that Becki Kassis and Barb Rebstock were absent and the correction of Sheryl Perkins name in the final paragraph. Rebstock seconded. Voice vote. Motion carried.

**Committee Reports**

- Personnel and Finance, Sheryl Perkins – Met January 17, approved the bills to be paid. Discussed the new budget year and talked about the solar panel project. We are in good shape right now.
- Policy, Ken Shestak – The Policy committee last met in November and approved the Facilities Use policy which was approved by the full board at the December meeting.
- Building and Grounds, Becki Kassis – Kassis stated the committee has not met. Scupien noted the exciting project they are working on for later in the year on the north lawn.

**Approval of the Bills**

Rettinger made a motion to approve the bills. Kassis seconded. Voice vote. Motion carried.

Demlow shared that her favorite statistic so far from working on the Annual Report was that we had 8000 more people visit us in 2022 than in 2021. People are coming back after COVID, and it is great to see. Demlow gave a summary of her director's report highlighting partnerships with Children's Wisconsin and White Lake Elementary as well as stories from the front desk staff on ways they have been able to open doors of possibilities to patrons with different backgrounds and needs. She also talked about the library as a mirror where we can see ourselves, a window where we can see others and a sliding glass door that helps us enter other worlds. Scupien also asked her to talk about Jack the Reading Dog.

### **Solar Project Update and Discussion of Contract to work with LegacySolar**

Demlow stated that our grant is finalized, and the agreement is signed. The next step is to get some help with managing the grant, the RFP process, and the project itself. Tony Hartmann and Peter Fiala from Legacy Solar joined us live with Zoom to explain how their Co-op can support our efforts.

**Summary of presentation and discussion with Tony and Peter:** LegacySolar Co-op has been around for around 10-years now. Started out as more peer-to-peer lending group when solar was quite expensive. We then moved into doing a lot of projects with the public sector. We now have nearly 300 members. Very mission driven focusing on education about solar and making access to it easier. We are not the ones on the roof doing the installation, but rather we assist with project planning and development, making sure you have a competent installer, taking you through the procurement process. We did a project for the library in Merrill. The timing of the Antigo library project is ideal because of the Inflation Reduction Act which will allow for several ways to save costs over our original estimates. There were questions and discussions about timelines and weather in regard to meeting our end of year deadline. The exact timeline will depend on who gets the contract for the project. There were also questions about being able to get adequate bidders and they told us that with more and more companies coming on the scene this should not be an issue.

**Discussion after the presentation:** Mark Desotell talked about the city's work with Legacy Solar. Since the city is advancing the funds for this, he wanted to get somebody involved with this that knows the process in and out. LegacySolar is paid 2500 from the library but they actually also earn more because the contractors will actually include a percentage in their bid toward LegacySolar's services meaning that the rest of the funding will come through the grant. There was discussion of when the Foundation would pay their portion of the project and Desotell stated that as project bills started coming in it would be good for the Foundation to pay their portion towards the bills earlier in the project so that the advancement from the city can come later.

Demlow stated that the Library Foundation had agreed to pay the 2500 if the Board decided to move forward with Legacy Solar.

#### **Approval of the Contract with Legacy Solar**

Perkins made a motion to approve the contract with LegacySolar. Rebstock seconded.

Discussion of whether the contract had been reviewed. Mark Desotell said it was the basically same contract the city is using with LegacySolar and it had been reviewed by Mike Winter.

Voice vote. Motion Carried.

### **Discussion of Chapter 7 in Trustee Essentials Library Board Role and Personnel Communication**

Moira discussed the purpose and benefit of reviewing different chapters at each meeting. Pierce stated that he had asked for this chapter to be on the agenda so we could clarify what our role is as a board. Perkins stated that she understands that the library board's role is to hire the director and make policy and that we need to make sure when people come to us that they follow the chain of command. Pierce said he agreed with her summary. Moira stated that the board should give Ada their full support and if there are issues they should go to Ada first. Jason Hilger talked about a workshop he attended at the Wisconsin Counties Association about the role of directors/supervisors. The supervisors create policy with guidance from the director. It is the director's job to implement policy. If someone comes to you with a problem, you can listen but you should not be the one to roll up your sleeves to do the work to solve it. You should say, I hear you, but you need to report this to the chain of command. Scupien also noted that regarding proper process, that the bylaws of the board included having the board give suggestions for board appointments. There was further discussion on appointments and bylaws along with the city-county agreement. Scupien stated that the the city and county should respect the bylaws of the library. Pierce pointed out that there was statutory authority for Mayor and County Administrator to make these appointments. Scupien pointed out that things should be done with respect and Pierce agreed. Scupien said that it will be hard to recruit new members if there is not respect for the bylaws. Desotell expressed gratitude for the relationship Ada has been building with the city and her willingness to learn and ask questions and share what she has learned with you accurately. Perkins agreed.

**Introduction of new board member**

Ken Shestak asked to have introductions for the new board member. He stated that the goal we all share as board members is support of the library and that being a board member means supporting the library. Introductions were shared around the table.

**WVLS Board Report, Judy Peterson**

It is a budget year for the state and on February 6 WVLS will be bringing 17 people (including Demlow) to Library Legislative day to talk to our state lawmakers about the value of libraries. The January meeting for the WVLS board was changed to February.

Peterson said that she would like for the board and others to acknowledge and thank Linda Szitta for her service to the library board these past almost 5 years. Peterson stated that she had asked Pierce to introduce her to our newest library board member Terry Brand and that she has asked him to share some things about himself at the meeting. Brand shared his experiences as a hockey coach, school administrator and his love for kids. He said he did not seek to be on the board but when he was asked by Pierce he said yes because it fits his mission to help people young and old.

**Other Business and Announcements**

At our February meeting we will elect a new president. February meeting is the 21<sup>st</sup> instead of the 28<sup>th</sup> due to the annual report deadline. Kassis will be remote and Zoom seems to work better than Blue Jeans.

**Adjournment**

Kassis made a motion to adjourn the meeting. Rebstock seconded. Voice Vote. Carried. Meeting adjourned at 6:07 p.m.

Respectfully submitted,



Ada E. Demlow