

SPOONER MEMORIAL LIBRARY

Board of Trustees Meeting
421 High Street, Spooner, WI
August 24, 2021 at 5:00 PM

A. Call to Order – 5:00pm by Kevan

B. Roll Call - Kevan, Bodzislaw, Fabert, Waltz, Gagnon, Hopke, Caudill, Bruce

C. Approval of Previous Minutes – Motion by Kevan, Gagnon Second, Motion carried.

D. Approval of Monthly Vouchers – #90 - # 102 Totaling \$9,952.89 Motion by Kevan, Waltz Second, Motion carried.

E. Public Comment - None

F. Old Business-

1. Library's Response to COVID-19 – Moving forward

a. Recommendations from Director

Same as before, only avoid large events inside library

b. Masking requirement currently Monday- Tuesday. The Director recently attended meetings with the Washburn County Board and Health and Human Services. Based on information from these meetings, the Director would like to keep mask wearing days as Monday and Tuesday and the Board agreed. In addition, It was decided that when school classes visit the library, they will need to wear masks and school field trips will be scheduled for Mondays and Tuesday where masks will be required. The weekly story time will continue to be held outdoors at the Railroad Park at least until October and if the weather is inclement the session will be cancelled. To be reviewed at the next meeting.

2. Break Room & Accessibility Door -

Accessibility Door - The Director showed the Board the newly installed Accessibility Door which is in working order. The Director confirmed that the door that was purchased from Rice Lake Windows was the same as the competitor, but at a substantial savings.

Break Room - The Breakroom is nearly finished and is a big improvement with newly painted walls, new cupboards with ample storage for the dishes used for events, a double sink and increased counter space. An adjustment needed to be made to the dishwasher outlet, so the dishwasher will now be hooked up in September. An additional counter space is conveniently being used for processing incoming book shipments. The table intended for the break room is too big, so the Director is searching for a different one. The delay in the flooring has paid off, as the Director has sourced a much more reasonably priced laminate flooring which should be installed in October. The Board are very pleased with all the upgrades and the Director said that the staff are very appreciative to them for agreeing to the new kitchen.

3. Feasibility Study Estimates - As agreed the Director meet with Spooner City Administrator Bill Marx to discuss alternative options available before investing in a feasibility study. Marx told the Director that there may be alternative locations available for a new library in the future. The Director also showed Marx the feasibility study she had received from FEH Design and he thought it was a good proposal. The Director has since received two more estimates - one from SEH Inc (suggested by Bill Marx) and another from Engberg Anderson Architects.

The estimated costs of each proposal are:

FEH Design: \$21,400

SEH Inc: \$14,800

Engberg Anderson Architects: \$ 42,655

Included in the FEH Design proposal was a free estimate of the library space needs. FEH's recommendation is to increase space to 20,543 GSF (Gross Square Footage) which would have shelves that allow you to see over, empty bottom shelves to eliminate bending over and room for smaller tables, a meeting room and service area. The Spooner Library now only has 5,500 GSF . This information from FEH emphasizes the need to plan for the future so we are able to match the needs of the community. The Board had a lengthy discussion on the different proposals and deemed Engberg Anderson far too expensive. Pros and Cons were considered for both FEH and SEH. It was decided that even though FEH had much experience working with libraries and were recommended by other librarians, SEH are a local company and renovated the Rice Lake Library, also they are less expensive. The Director has spoken to the Rice Lake Library Director who said they were happy with the service SEH provided, which included writing a grant for them for over a million dollars that they were successfully awarded. **Hopke made Motion to choose SEH Inc to carry out a feasibility study for Spooner Library and the cost for the study to come from the library's undesignated funds, Fabert Second. Motion carried with no objections.**

4. Bi-Annual Employee Handbook Review – After further discussion on the verbiage of Section II (C), The Director will rewrite and present to the Board at the next meeting. Regarding Section III (C, 5), the Board decided the diem for meal reimbursement should be changed to \$50 instead of \$35. Section IV to be discussed at the next meeting. The Director will seek the assistance of the City Police Department to carry out background checks for staff.
5. Budget 2022 - The Director went through both Draft #1 and Draft #2 of the 2022 Budget. Included in Draft #1 is a \$7000 increase from the City to cover a 25-cent increase for all staff allowing the library to give the Outreach Librarian one extra day. Draft #2 does not include the \$7000 from the City and does not include giving an extra day to the Outreach Librarian. The Board discussed the importance of the Library serving the needs of the community and the benefit of the Outreach Librarian's ability to excess remote areas. Motion by Kevan to approve Draft #1 of the Budget, Bruce Second, Motion carried.

G. New Business –

1. Application for ARPA funds. The Director asked the Board to suggest possible ideas that would benefit the library most and they came up with the idea of applying for ARPA funds in order to purchase a mobile library which would enhance our Outreach Library service. Hopke made a Motion for the Director to apply for an ARPA funded grant in order to purchase a Book Mobile to expand our Outreach Program, Kevan Second, Motion carried.

H. Librarian's Report –

1. Fountain Update - The fountain liner that was purchased has a rip and needs to be exchanged, so it is not fixed yet. In the meantime, the Director will ask the City for some orange cones to be placed in front of the fountain as a safety measure.
2. Books & Bread – June & July distributions served 822 individuals. 6,275 pounds of food distributed. One more distribution on August 25th. September – December 2021, Books & Bread will continue on the 4th Wednesday of each month from 10:30-11:30 am at Church of the Nazarene in Spooner and 12:00-1:00 at Christ Lutheran Church in Trego.

3. Compassion Kitchen – 76 individuals served with Ready to Eat Food Bags, Emergency Food Bags, and/or care packages in July. August has served 27 individuals so far. More bags have been ordered.
4. Community First – Wisconsin Aging and Disability Network Innovation Award granted. 1,041 care packages distributed to date. \$6,000 awarded from Spooner Health’s golf fundraiser. More care packages to be purchased and library to be reimbursed for costs of incorporation paperwork from the golf fundraiser. Applying for \$250,000 in ARPA funds. Community gardens.
5. Events & Programs – Find the Librarians (41 participants), Where’s Jack (47 participants) (Feedback from a patron said “We love the Spooner Library and the activities you do in the community!”), ukulele classes, author visit (8 attendees), Wings Scavenger Hunt, Northwoods Ukulele Festival (The library will have a stall at the festival selling Loaded Tacos, proceeds to be used to purchase items for Library of Things).
6. July Statistics - Even though circulation is increasing, it is still down approximately 3,000 per month since 2019 due to the pandemic.
7. Other Reports - September is Library sign up Month and Northern Waters is doing extra marketing to promote this. Incentives will be drawings for signing up and for referring other people to sign up. They will also host an online Trivia Night.

I. Financial Report –

2021: **TOTAL EXPENDITURES FOR 2021 = \$ 213,132.24**

TOTAL REVENUE FOR 2021 = \$ 323,142.59

REPLACEMENTS = \$ 421.37

LIBRARY DONATIONS = \$ 4,460.69

LIBRARY DONATIONS RESTRICTED = \$ 1,107.71

GRANTS = \$ 4,000.00

COUNTY CONTRIBUTIONS = \$ 130,150.37

GENERAL PROPERTY TAXES = \$ 183,000.00

OTHER = \$ 2.45

LIBRARY DONATIONS/GRANTS CARRYOVER: \$ 5,456.79

SAVING ACCOUNT BALANCES:

LIBRARY SAVINGS: \$56,689.18

LIBRARY UNDESIGNATED FUNDS ACCOUNT: \$56,480.77

J. Next Meeting –

September 28, 2021 @ 5:00 p.m. Masks required. (Hopke not able to attend)

K. Adjourn - 6:49 pm Motion by Kevan, Hopke Second, Motion carried