

SPoonER MEMORIAL LIBRARY

Board of Trustees Meeting
421 High Street, Spooner, WI
July 27, 2021 at 5:00 PM

A. Call to Order- 5:00pm by Kevan

B. Roll Call – Kevan, Bodzislav, Johnson, Fabert, Gagnon, Waltz, Caudill, Bruce

C. Approval of Previous Minutes – Motion by Johnson, Waltz Second. Motion carried.

D. Approval of Monthly Vouchers – # 67- #89 Totalling \$17618.97 Motion by Kevan, Gagnon Second, Motion carried.

E. Public Comment – None

F. Old Business –

1. Vacant Board Position Filled – The Board Welcomed Nichole Caudill as new Board member.

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

a. Director shared an incident regarding a patron who was refusing to wear a mask on a required mask wearing day. The patron was given the option to use a computer in the gazebo and decided to do so.

b. Recommendations from Director:

Continue outdoor programming as well as indoor spaced programming

Promote physical distancing, clean/dirty signs, sanitizer use

Keep barriers at the front desks up

Staff and patrons asked to stay home when ill

All patron computers are open, including one laptop for social distancing or outdoor use

c. Masking requirement currently Monday- Tuesday. The Director updated the board on a discussion with Washburn County Public Health and as the Delta variant has spread to Wisconsin, the board decided to keep current mask wearing days as is for the time being. To be reviewed at the next meeting.

3. Break Room Update -The Director said that cabinets are to be installed during the week and the electrician to fit outlets. WK Appliance is to install the dishwasher (and also service when needed). The flooring is on hold due to the installers being all booked up.

Accessibility Door Update - The Director has sourced the door at Rice Lake Windows at a considerable lower price than a local competitor. Gagnon suggested that the Director look at the door before purchasing.

4. Security Cameras Update– The Director said that all 12 cameras are installed and working well. The quality is significantly better than the previous cameras.

G. New Business –

1. Strategic Plan – Review and approve 2021-2026 plan

The Board read through and agreed it was a well thought out plan. Motion by Waltz to approve, Johnson second. Motion carried.

2. Feasibility Study estimates - The Director received an estimate from a recommended company FEH Design, who would do an extensive study, but are very expensive (\$21,400). The Board recognises that the current library is outgrowing its space and needs to be looking forward as how to best serve the community. It was suggested the Director speak to Bill at the City to discuss alternative options available, before we invest in such a costly feasibility study.

3. Budget 2022 - The Director shared budget options with the Board, but the budget could not be approved yet due to the Northern Waters Library Consortium not having final numbers yet. It was discussed adding more hours to the Outreach Librarian position if possible.

4. Bi-Annual Employee Handbook Review – Sections 1-3

The board read through section 1 - 3 and it was highlighted that background checks should be required for all library staff and this stipulation needs to be added to the handbook. The Director will seek advice from the City regarding wording. The Board will come back to Sections 1-3 at the next meeting.

H. Librarian's Report –

1. Fountain – Leaking water line repaired, hands removed due to continued problems with leaking and severe rust at base, a new liner and rocks are being installed, and should be up and running by August.

2. Books & Bread – Increased attendance at town halls, repeat community members, 343 total individuals served at library with excess food.

3. Compassion Kitchen – Food resources on the bench in the entry way thanks to Feed My People.

4. Community First – 1,013 care packages given out to date and more care packages material to be purchased soon. Meetings are in person. The library leads Books & Bread and is in charge of volunteers, among other duties.

5. Events & Programs – Rodeo parade, Sandra L. Mackie Memorial Gazebo Dedication, Kites & Kittens, 5th Annual Bike Scavenger Hunt, Find the Librarians, Where's Jack, Northwoods Ukulele Festival with Loaded Nachos Fundraiser.

6. Inventory Update - It was highlighted that there is a theft problem with the Western books and some of them have ended up on the library shelves in Hayward without going through the usual circulation process.

7. June Statistics - There was a significant increase from last month.

8. Other Reports -

I. Financial Report –

2021: TOTAL EXPENDITURES FOR 2021 = \$ 171,739.51

TOTAL REVENUE FOR 2021 = \$ 372,671.47

REPLACEMENTS = \$ 371.37

LIBRARY DONATIONS = \$ 4,064.57

LIBRARY DONATIONS RESTRICTED = \$ 1,082.71

GRANTS = \$ 4,000.00

COUNTY CONTRIBUTIONS = \$ 130,150.37

GENERAL PROPERTY TAXES = \$ 183,000.00

OTHER = \$ 2.45

LIBRARY DONATIONS/GRANTS CARRYOVER:

\$ 4,736.73 LIBRARY SAVINGS: \$50,0000

SAVING ACCOUNT BALANCES:

LIBRARY SAVINGS: \$56,689.18

LIBRARY UNDESIGNATED FUNDS ACCOUNT: \$56,480.77

J. Next Meeting – August 24, 2021 @ 5:00 p.m. (Meeting will be held in person with masks required).

K. Adjourn - 6:59pm Motion by Waltz, Second Fabert, Motion carried.