

SPOONER MEMORIAL LIBRARY

Board of Trustees Meeting
421 High Street, Spooner, WI
September 28, 2021 at 5:00 PM

A. Call to Order – 5: 03 pm by Kevan

B. Roll Call – Kevan, Bodzislaw, Fabert, Waltz, Johnson, Bruce, Hopke (by phone, left the meeting at 6:04)

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

D. Approval of Monthly Vouchers – #103 - # 119 , Totaling \$15,099.37 Motion by Kevan, Waltz Second, Motion carried.

E. Public Comment – NONE

F. Old Business –

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

a. Increase in COVID-19 cases in area - The Director updated the Board on Covid numbers and suggested recommendations after speaking to the staff. Due to Covid surging through Washburn County and many student Covid cases in the school, the Board decided to take further precautions including an extra day of mask wearing and one of the toilets to be closed for staff use as well as decreasing communal seating.

b. Preparation for October peak (additional safety precautions) - Kevan made a Motion that from the 1st October to 15th October the library will require masks on Monday, Tuesdays, and Wednesdays. Also, seating will be more spread out, every other computer will be closed off and one of the bathrooms to be closed for staff use only. The date of October 15th can be extended if cases are still high, and the Director will consult the President or Vice President to confirm extension. Fabert Second. Motion carried. To be reviewed at the next board meeting.

c. Can we help the school - The Director will send a letter of support to the schools in the district.

2. Break Room – Flooring install October 25-26, dishwasher install complete. A staff room table will be delivered this week.

3. Feasibility Study – First meeting with SEH, after discussion the board decided that more research is needed regarding the costs involved in a new location or expansion. The Director has given the space needs assessment to SEH and discussed a 3-5 year plan with them. Some feedback so far is that SEH has advised that the library is more likely to be successful in receiving grants if the library joins with another community service to share the space.

4. Bi-Annual Employee Handbook Review – Review changes and approve

Motion by Johnson to accept the 2021 Spooner Memorial Library Employee Handbook with all amended changes. Kevan Second, Motion carried.

5. Budget 2022 –

1. After discussion about impact on budget the new roles after a recent resignation of an employee, Kevan motioned that beginning October 4th, Katy Larson and Nicole Harris will receive Librarian wages due to increased job responsibility. Waltz Second. Motion carried.

2. Motion by Kevan to approve the 2022 Budget as presented, Johnson Second. Motion carried.

6. ARPA Funds – More research is needed regarding the book mobile. Johnson suggested that the Director contact the City to inquire on the cost of trucks and the upkeep required.

G. New Business –

1. NONE

H. Librarian's Report –

1. Patron incident on 9/21 – Mental health emergency. The Director informed the Board that the situation was resolved with the input of the police and a call to the Crisis Line. Patron has since used the library and was appreciative of Library's response to incident.

2. Team update – Programming/Cataloger resignation, reconfiguring of current staff. The Director informed the Board that Eva Apelquist is moving and has resigned. Other staff are taking on additional hours and responsibilities to cover her position. A new library aide is still needed.

3. September was Library Card Sign-Up Month – New card design and push for more cardholders.

4. Summer Reading – 12,733 books read, 559 signed up, 174 finished the program. Most books read yet and highest number of teens enrolled to date. 2019 saw 1,222 signed up, so that number is still down. Offered both BeanStack and paper options which were both used with the app seeing the most use. Winter Reading Program in the works.

5. Fountain – Work complete. Bill to be submitted by Neil - The Board agreed that the work on the fountain is very impressive. The Director is still awaiting invoice for the work.

6. Books & Bread – August & September distributions served 503 individuals. Next distribution is October 27th at 10:30-11:30 at Church of Nazarene, Spooner and 12:00-1:00 at Christ Lutheran Church, Trego

7. Compassion Kitchen – 50 individuals served with Ready to Eat Food Bags, Emergency Food Bags, and/or care packages in August. September has served 63 individuals so far.

8. Community First – Looking for board member (from faith community). Working with economart on getting more supplies for care packages. Will partner with Ventures to package supplies at the library.

9. Events & Programs – Ukulele lessons until mid-October, average of 9 attendees. 10 at kayaking program, 10 at Stanley Trollip author visit, 10 at Savvy Seniors Book Group, no story hour this month, school field trips postponed.

10. July Statistics – Less of a gap between 2019 numbers and 2021 numbers.

11. Updated website – LEANWI partnership eliminated cost of website fee and migration

help to new host.

12. Other Reports - The Ukulele concert loaded taco fundraiser raised \$308 which will go toward the Library of Things. An end cap display will be installed to hold cards for a cake pan display that have been donated to the library that can be checked out.

The library will be closed on October 22 for staff training - Tech training and Active Shooting training.

I. Financial Report –

2021: TOTAL EXPENDITURES FOR 2021 = \$ 245,286.97

TOTAL REVENUE FOR 2021 = \$ 324,681.99

REPLACEMENTS = \$ 481.36

LIBRARY DONATIONS = \$ 5,742.95

LIBRARY DONATIONS RESTRICTED = \$ 1,207.71

GRANTS = \$ 4,000.00

COUNTY CONTRIBUTIONS = \$ 130,247.52

GENERAL PROPERTY TAXES = \$ 183,000.00

OTHER = \$ 2.45

LIBRARY DONATIONS/GRANTS CARRYOVER: \$ 5,456.79

SAVING ACCOUNT BALANCES:

LIBRARY SAVINGS: \$6,689.18

LIBRARY SPECIAL BUILDING FUND: \$50,000.00

LIBRARY UNDESIGNATED FUNDS ACCOUNT: \$56,480.77

J. Next Meeting -

October 26, 2021 @ 5:00 p.m. (Waltz to chair in the event Kevan is unable to attend)

K. Adjourn - 7:06 pm Motion by Waltz, Kevan Second, Motion carried.