

## **SPOONER MEMORIAL LIBRARY**

Board of Trustees Meeting  
421 High Street, Spooner, WI  
October 26, 2021 at 5:00 PM

### **A. Call To Order – 5:00 pm by Waltz**

**B. ROLL CALL** – President absent, Waltz Vice President, Bodzislaw, Johnson, Gagnon, Fabert, Bruce, Hopke (arrived 5:05pm)

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

**D. Approval of Monthly Vouchers – #120 - #135, Totalling \$10,212.67** Motion by Johnson, Waltz Second, Motion carried.

**E. Public Comment – NONE**

### **F. Old Business –**

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

a. The board discussed the possibility of the continuation of wearing masking on Wednesdays to allow for indoor Wednesday programming. The board discussed the situation and decided that the library should go back to mask wearing on Monday and Tuesdays only. However, numbers will be capped at indoor programs, with social distancing in place.

b. Now that the weather has gotten colder, the board agreed that Story Hour can now be moved back inside the Library with extra safety precautions in place.

c. Approval of updating masking requirements to say 6+ instead of 5+ based on WHO recommendations. Hopke noted that the library follows the CDC recommendations, not WHO.

#### **2. Break Room – Flooring installation to be completed October 25-26. New table in place.**

3. Feasibility Study – The Director has researched costs for alternative building locations, which would entail any of the considered existing buildings to be torn down, adding to the total cost. The Director is waiting to hear back from the City, the expected cost of tearing down the old post office, to get a ballpark price, so this can be added to a new build projected budget. Update from SEH with information regarding space analysis provided by SEH. SEH suggests the library be 21,208 sq ft versus the current 5,500. The board considered the proposal of the size study and thought that the library would not require so many meeting rooms as suggested by SEH. The Board discussed the possibility of the proposed large meeting room to be equipped with room dividers that could create up to 3 small meeting rooms when required. Next steps are for the Director to measure each room for reference. The Director is also going to make a request to the City To add an additional handicap parking space before Winter.

4. ARPA Funds – Proposals submitted for specific Book Mobile from Summit Body Works. The Director discovered that the cost of a multipurpose Book Mobile was much more than originally thought. The Board had agreed on a lower cost for the proposal of the grant for a Book Mobile, but the Director has found that would not cover the cost of a multi purpose book Mobile - the speciality vehicle from Summit Body Works is expected to be around \$95,000. Gagnon Motioned to approve the increased cost of \$95,000 for the proposed grant, Hopke Second, Motion carried. If the American Reserve Plan Act Grant would be awarded, the continuing cost of upkeep and replacement costs of the Book Mobile would come out of the programming budget and would have to be factored in. The board requested that the Director also send out letters to all the Washburn Township boards to see if they would be willing to contribute towards costs of operating the Book Mobile. The Director also applied for Wisconsin Department of Instruction ARPA funds.

5. Library Crack Report (crack in children's wall) review. The report shows that the cracks have slowly increased since last year. The Director has submitted the report to the City and the engineer.

#### **G. NEW BUSINESS –**

1. Approval of moving the November meeting to the 3<sup>rd</sup> Tuesday, November 16<sup>th</sup> due to Thanksgiving. Motion by Johnson, Bruce Second, Motion carried.
2. Approval of Library being a host site for a community garden bed through WashCo Grows project. The Director said the Library would be one of ten sites throughout Washburn County to have a community garden with the goal to increase the health of the community by growing vegetables which would be donated to the community or available at the library. This project is organized by Community First Washburn County and would provide an assembled raised garden bed, all materials for the bed, and a storage bench. The garden would be situated in the current flower garden area and the upkeep would be the responsibility of a volunteer from Community First and a Community member. Motion by Johnson, Waltz Second, Motion carried. Bruce to enquire if the Spooner Garden Club would be interested in getting involved.
3. Approval of 2022 Northern Waters Library Service Member Library Agreement. Motion by Hopke, Johnson Second, Motion carried.
4. Approval of Library participating in Community Partnered with Wisconsin Humanities (see description in Librarian's Report). Discussion by board. Johnson made a motion to approve participation on the condition that the Board oversaw the subject matter of the proposed study, Bruce Second, Motioned carried.
5. Community Conversations- Not discussed

#### **H. LIBRARIAN'S REPORT –**

1. Library selected (1 out of 4 total in the state) to be a part of Wisconsin Humanities (WH) "Community Powered" (CP) pilot that focuses on local libraries as host institutions where young CP Coordinators, trained and paid by WH, will partner with librarians, and collaborate with local nonprofit organizations, businesses, and citizens to create a meaningful project that promotes community resilience. NWLS is applying for DPI ARPA grant on behalf of the 4 libraries and Wisconsin Humanities that will provide an additional \$15,000 to the libraries for this project. This 2 year pilot scheme would then serve as a model for other libraries.
2. Nichole Caudill resignation. Need a new board member from the City of Spooner.
3. Remember no meeting in December.
4. Fall/Winter 2021 newsletter out.
5. Cost of fountain update over \$4,000. Neil Vasquez donated half of the cost. Other costs came out of unrestricted donations. The Board is grateful for Neil Vasquez's hard work and donation of half of the costs.
6. Director attended the Toward One Conference in (virtually) in October.
7. Katy attended a National Outreach Conference (virtually) in October.
8. WLA Conference in Green Bay (in person), November 16-19 – Director received a scholarship from NWLS to reimburse most of the hotel cost and all of conference cost.
9. Team Training Day, October 22. The library was closed on October 22nd for a training inservice for the team. The team planned for the future of the library, watched training videos from Tech Days, and learned from the California State Library how to best serve patrons with mental illness. The team found both the training day beneficial.
10. Update on Cataloger 2 and Outreach/Program training after resignation of Eva. Training of Nicki as

Cataloger 2 is going very well and Katy taking over Outreach/Programs is also going well. Katy is offering a craft program soon.

11. Books & Bread – September 22<sup>nd</sup> served 196 individuals, and 2,852 pounds of food were distributed. October 27<sup>th</sup> at 10:30-11:30 at Church of Nazarene, Spooner and 12:00-1:00 at Christ Lutheran Church, Trego. Future dates include November 24<sup>th</sup> and December 22<sup>nd</sup>.
12. Compassion Kitchen – 85 individuals served with Ready to Eat Food Bags, Emergency Food Bags, and/or care packages in September. October has served 65 individuals so far.
13. Community First – Looking for a board member from the faith community. Partnered with Ventures to package 160 more care packages. Used carryover (designated) donation of \$1,047 from book sale to go toward purchase of care package supplies from economart.
14. Events & Programs – Book bins for St. Francis students starting October 28<sup>th</sup>. Eleven pumpkins and one scarecrow at Jack 'O Lantern Fest. Seven at LEGO Club. Story Hour has several new families with young kids. Mischief Makers, Savvy Seniors, and Wisconsin Science Festival science kits ( 50 Science Kits have already been handed out)..Upcoming events – One Book, One Community, Stuffed Animal Sleepovers, Annual Winter Reading Challenge (all ages for first time), Community Word Cloud, Winter Blackout BINGO, Homeschool Life Hacks, Homeschool Art Show.
15. September Library Statistics. - The gap from last year keeps getting smaller.
16. Other Reports – None

#### **I. FINANCIAL REPORT –**

**2021: TOTAL EXPENDITURES FOR 2021 = \$ 276,578.14**

**TOTAL REVENUE FOR 2021 = \$ 326,681.77**

REPLACEMENTS = \$ 509.36

LIBRARY DONATIONS = \$ 6,583.89

LIBRARY DONATIONS RESTRICTED = \$ 1,378.48

GRANTS = \$ 5,140.07

COUNTY CONTRIBUTIONS = \$ 130,247.52

GENERAL PROPERTY TAXES = \$ 183,000.00

OTHER = \$ 2.45

LIBRARY DONATIONS/GRANTS CARRYOVER: \$ 5,456.79

REIMBURSEMENTS & SCHOLARSHIPS: \$ 145.00

#### **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 –**

November 16<sup>th</sup> 2021 @ 5:00 p.m. (Masks required)

**K. Adjourn - 6:17 pm** Motion by Fabert, Hopke Second, Motion carried.