

SPOONER MEMORIAL LIBRARY

Board of Trustees Meeting
421 High Street, Spooner, WI
January 25, 2022 at 5:00 PM

A. Call to Order – 5: 01pm by Waltz (Acting as Chair until 5:57, when Kevan took over via Zoom)

B. Roll Call – Waltz , Bodzislav, Johnson, Gagnon, Bruce, Stone, and attending via Zoom - Kevan and Ford.
Apologies Hopke and Fabert. Waltz departed meeting at 5:57 pm

C. Approval of Previous Minutes – Motion by Johnson to approve the previous minutes with the correction of spelling of board member - Gagnon, not Gagon, Second by Waltz, Motion carried.

D. Approval of Monthly Vouchers – (Vouchers # 144 - #148 Void), Vouchers #149- #171, Totalling \$19,130.08. January 2022 Vouchers #1 - #7, Totalling \$3,105.24. Motion by Waltz to approve all vouchers, Second Johnson, Motion carried.

E. Public Comment – The Director gave a warm welcome to new Board member Michelle Stone. Her position on the Board has been approved by The Mayor, so she was able to vote at today's meeting.

F. Old Business –

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

a. Director requested to stay as is and the Board agreed that all protocols set in place should continue, as there has been a surge of COVID-19 in the community. Staff have been provided with KN95 masks. Kevan wants to encourage the staff to wear them.

2. Break Room – The Director gave the Board members a tour of the completed breakroom. The Board agreed that the space is vastly improved. The resourceful transformation is not only practical, but a very inviting space. The Director pointed out the blue recycling bins, cloth napkins and reusable plates and bowls that have been added. These additions are part of the Library's Strategic Plan goals for sustainability. The Director thanked the Board for agreeing for the project to go ahead and said the staff love and appreciate the new breakroom!

3. Feasibility Study – Update from SEH. The Director shared 2 design plans that SEH have prepared (Plan A and Plan B), both incorporate the existing space with extensions onto the library grounds. The Board requested the Director to ask SEH to prepare a plan that would include a partial basement space to house the mechanical room, extra storage space and some offices. The Board and staff preferred Plan A over Plan B, with some alternations -the Director will also ask SEH to alter plan A so that the new break room be left as is. The goal of the library is that in 5 years to have a total of 22,000 gross square feet. Plan A was able to expand the library from 5,500 square feet to 12,500. With this in mind, the Director and Kevan will meet with Bill Marx at The City to discuss further expansion options.

4. ARPA Funds – The Director updated the Board of the amazing grants that the Library has recently been awarded. \$97,000 from Wisconsin Department of Instruction's Library as a Center for Community Resiliency Grant to purchase a book mobile, which is fantastic news! The original plan that the grant was based on was to acquire the book mobile from Summit Bodyworks out of Denver, Colorado. However, Summit Bodyworks have now informed the Director that they have canceled the development of the design quoted and are now developing a new prototype which will be far too expensive for the Library. The Director is now consulting with Josh Saunders of Attention to Detail here in Spooner to come up with an alternative book mobile that will be locally sourced. The Board agreed that supporting local firms would be a positive thing. The Library was also awarded a book bike through DPI's Hybrid Library Service Model Grant, applied for by IFLS (bordering system). The book bike will be used at outreach events to extend service to members and promote new membership. In addition, the Library was awarded \$15,000 from NWLS (library system) on behalf of DPI to assist with a Community Powered project in 2022-2023, of which the subject matter will be decided at a later date. There is no stopping our brilliant Director - she has now requested a water bottle refilling station with Washburn

County's ARPA Committee and is waiting to hear if she has been successful.

5. WLA Conference – The Director was able to attend the conference in the end, which she said was very beneficial. She shared with the Board some of the things covered which included looking at ways for the Library to be more sustainable and trimming down staff schedules to curb the budget. Another idea is adjusting the children's library to be organized by community (such as dinosaurs or families). This would eliminate the Dewey System being used in the children's section and genrify it instead. At the WLA. Conference the Director spoke to Brodart, a book company, who already works with libraries who have book communities and can help with the process. The Board discussed the possibility of this new way of organizing books at the library, and suggested that the Director visit Shell Lake School Library who use the book communities system. The board was in favor of moving towards communities in the children's section. If Spooner Library were to adopt this new format, the Director would do more research to help set the communities.

G. New Business –

1. Next Meeting – **Changed to Thursday February 10th at 5:00 p.m** (rather than the usual 4th Tuesday of the month) due to the Annual Report deadline. **Johnson Motioned to change date, Stone Second, Motion carried.**

2. Employee Handbook – City recommends changing “Retirement” section of handbook to read actual Wisconsin Retirement information. Under Section V: Employee Benefits, G1. Retirement – change “One half of Wisconsin Retirement is paid by the employer for any employee working more than 600 hours per year” to “One half of Wisconsin Retirement is paid by the employer for any employee who is employed for at least one year (365 consecutive days) AND is working at least 1,200-hours-per-year. An employee receiving this benefit will continue receiving this benefit so long as they are employed at the Library.” **Kevan made Motion to accept amendments, Ford Second, Motion carried.**

3. Employee Handbook – Review and approve Attachment VI: Background Check Request Form. **Johnson Motioned to accept amendments and new background check form to be used, Second Stone, Motion carried.**

4. Strategic Plan Update – The Director reviewed the 2021-2026 Strategic Plan with the Board. The Director color coded goals - green goals are on point and already being implemented and the red goals are the next steps. Great progress has already been made on the Strategic Plan, especially in the realms of outreach and sustainability. The plan will continue to be reviewed at future meetings.

5. Minong Library – The Minong Library Board requested to meet with our Director to begin a conversation on how/if the SpoonerLibrary can support their efforts to become an official public library. The Director relayed this information to the Spooner Library Board at today's meeting. After a lengthy discussion, the Board decided that as Spooner Library already has many projects in the pipeline, we are not in a position to add a branch library at the moment. However, it was suggested that the Director should help the Minong join the Northern Waters Library Network.

H. Librarian's Report –

1. The Winter 2022 Newsletter includes something for everyone including Tech support information, an update on all the exciting grants that the Library has been awarded, plus all the upcoming events. There is also information on Books & Bread, Care Packages and the Compassion Kitchen.

2. New hires – Lana Cummins and Clare Paulson are new hires to cover the Library Aide position that was open for three months. They are excellent additions to the team! The Board welcomes them!

3. Welcome Michelle Stone, newest board member from the City of Spooner!

4. Tech updates - Angie & Katy provided virtual library tours to first grade classes thanks to tech purchased with donations. Angie finalized purchases from a large 2020 donation for programming, purchasing a TV and a mobile TV cart to support hybrid programs.

5. Outreach updates – Katy makes scheduled trips to St. Francis to deliver crates of books to each classroom. She also continues to support Seniors via the Savvy Seniors Book Group program. Working on promoting other outreach resources, such as Books on Rails.
6. National Endowment for the Arts Grant – Director applied for grant to support a community read of the book “There, There” by Tommy Orange and to support an author visit. The Director will find out in April 2023 if the grant is successful. The amount of this grant is \$20,000.
7. Books & Bread – In 2021, Books & Bread served 2,087 individuals and provided over 16,000 pounds of food. This program is continuing into August 2022; the next date is 1/26/2022. The Director said that the local churches are very invested in this project and eager to continue.
8. Compassion Kitchen – In 2021, Compassion Kitchen served 479 individuals and provided 162 Ready-to Eat bags, 162 Emergency Food Bags, and 133 Care Packages.
9. Community First – In 2021, Community First distributed 326 care packages. To date, 1,249 care packages have been distributed. Currently preparing for the next round of care packages and working on the Spring into Action campaign which is scheduled for Saturday, April 23rd, 10:00 a.m. – 12:00 p.m. (This will be a volunteer fair). Finalizing the strategic planning. Still need a board member from the faith community.
10. Events & Programs – Dave Mills, Story Hour, Mystery Movie Night, LEGO Club, snowshoe hike, Savvy Seniors, Stuffed Animal Sleepovers, Chad Lewis, Mystery Yarn Contest, Winter Reading Challenges, Soup-er Bowl, BINGO for Books, Puzzle Contest, Mischief Makers, and more.
11. 2021 Library Statistics so far – Circulation up by 6,185. E-Circulations up by 209. Library Visits up by 16,939. Program count is down due to COVID safety precautions. All 2021 statistics will be available at the February meeting.
12. Other Reports – The Director informed the Board of an spending overage of \$23,367.09 in 2021. Most of the overage was planned (the break room remodel, accessibility doors added to one bathroom, and fees for the feasibility study in process). The break room project went slightly over budget due to an increased cost of electrical. One unplanned overage was in salaries (about \$7,000). This was mostly due to the extra training required in replacing the cataloger position, subbing by higher paid staff while waiting three months for a new hire, and staffing changes. These overspends will come out of the undesignated funds. With much gratitude, the library has tremendous support from the community and donations helped to pay for unexpected costs, such as a door repair on the children’s side that cost over \$1,000.

I. Financial Report –

2021: TOTAL EXPENDITURES FOR 2021 = \$ 363,461.62

TOTAL REVENUE FOR 2021 = \$ 340,094.53

REPLACEMENTS = \$ 524.36

LIBRARY DONATIONS = \$ 14,212.52

LIBRARY DONATIONS RESTRICTED = \$ 4,770.18

GRANTS = \$ 6,567.19

COUNTY CONTRIBUTIONS = \$ 130,247.52

GENERAL PROPERTY TAXES = \$ 183,000.00

OTHER = \$ 10.76

REIMBURSEMENTS & SCHOLARSHIPS: \$ 762.00

SAVING ACCOUNT BALANCES:

LIBRARY SAVINGS: \$6,689.18

LIBRARY SPECIAL BUILDING FUND: \$50,000.00

LIBRARY UNDESIGNATED FUNDS ACCOUNT: \$56,480.77

2022: TOTAL EXPENDITURES FOR 2021 = \$ 8,608.47

TOTAL REVENUE FOR 2021 = \$ 123,069.41

REPLACEMENTS = \$ 179.44

LIBRARY DONATIONS = \$ 76.74

LIBRARY DONATIONS RESTRICTED = \$ 0.00

GRANTS = \$ 0.00

COUNTY CONTRIBUTIONS = \$ 122,813.23

GENERAL PROPERTY TAXES = \$ 0.00

OTHER = \$ 0.00

REIMBURSEMENTS & SCHOLARSHIPS: \$ 0.00

SAVING ACCOUNT BALANCES:

LIBRARY SAVINGS: \$6,689.18

LIBRARY SPECIAL BUILDING FUND: \$50,000.00

LIBRARY UNDESIGNATED FUNDS ACCOUNT: \$33,113.77

J. Next Meeting – Thursday February 10th, at 5:00 p.m (Date change approved by board)

K. Adjourn: 6:47 Motion by Kevan, Johnson Second, Motion carried.