

## **SPOONER MEMORIAL LIBRARY**

Board of Trustees Meeting

421 High Street, Spooner, WI

March, 2022 at 5:00 PM

### **MINUTES**

#### **A. CALL TO ORDER**

Kevan called the meeting to order at 5:02 pm

#### **B. ROLL CALL**

Present: Kevan, Fabert, Waltz (left at 6:02 pm), Stone, Johnson, Gagnon. Absent: Bruce, Hopke, Ford.

#### **C. APPROVAL OF PREVIOUS MINUTES**

1<sup>st</sup> by Gagnon, 2<sup>nd</sup> by Waltz. Motion carried.

#### **D. APPROVAL OF MONTHLY VOUCHERS**

Vouchers #27-46 totaling \$7,418.15. 1<sup>st</sup> by Kevan, 2<sup>nd</sup> by Gagnon. Motion carried.

#### **E. PUBLIC COMMENT**

A local girl scout club had just finished their meeting. One girl scout commented on how the library is a nice place to work and another commented with a thumbs up, that the library is just right.

#### **F. OLD BUSINESS –**

1. Library's Response to COVID-19: Due to a significant decrease in COVID cases in the area, the majority of the team's desire to stop staff masking, and the lack of curbside requests for two months, the Director recommended no longer requiring masking for staff. Masking for patrons had already been dropped. The Board agreed with this decision. No motion needed. The Director thanked the Board tremendously for working so well together in the last two years, thus giving the Director and her team the support that they needed to best respond to the COVID-19 Pandemic.
2. Feasibility Study: The Director updated the Board on the feasibility study. The property across the alley from the library (also on High Street) was deemed not feasible due to the cost of rerouting the powerlines and fiber. Building up was deemed not feasible due to the yearly cost of an elevator plus additional staffing requirements for safety. Purchasing the old fire hall was deemed not feasible due to the price the owner wants for the property. Two locations are being looked at closely with hopes of an offer coming (for one) within the next two months. Fabert asked what the plan was in regards to paying for a property before a campaign. Board members agreed that, should an acceptable offer come through, the building fund money will be used first to pay for the property. The Director will inquire with the City about the possibility of applying for gap financing for a build site. Once a site is purchased, SEH will be able to develop a building plan and a cost. Finally, a campaign can begin. Fabert talked about the importance of seeking out funding from large donors and looking for matching grants. The President will call a special meeting if a decision needs to be made regarding a particular property. No motion needed.
3. Bookmobile Update: The Director provided the Board with a video, pictures, vehicle history report, and specs for a specific 2021 RAM ProMaster 3500 Cargo Van that is for sale in St. Augustine, Florida. This vehicle is practically new with only 1,121 miles on it and would be made into a bookmobile by Josh Saunders (Attention to Detail) and some other local car enthusiasts. The purchase agreement includes the cost of transport. The vehicle and future upgrades will come from the Wisconsin Department of Instruction's Library as a Center for Community Resiliency Grant funds. Johnson made a motion to purchase the 2021 RAM ProMaster Cargo Van from Nissan of St. Augustine for the price of \$55,634. Second by Waltz. Motion carried unanimously.
4. ARPA Grant Update: The Director met with the Washburn County ARPA Committee with a request for a bottle filling station to replace the library's water fountain. The request was not denied but is not top priority.

#### **G. NEW BUSINESS –**

1. Strategic Plan: The Board agreed that the Director and two staff should attend the Wisconsin Association for Public Libraries (WAPL) Conference in May. The Director is Co-Chair of the conference committee and expressed her excitement with the programs, keynote, and luncheon speakers that will be offered. The conference will be in Pewaukee, WI from May 11-13<sup>th</sup>.
2. Library Policies Bi-Annual Review: Tabled for sake of time.

#### **H. LIBRARIAN'S REPORT –**

1. Summer Reading Program: This year's theme is Books are WONDERful. The team is excited to plan for the Rodeo Parade and the carnival using this Alice in Wonderland theme. There will be a kickoff party on June 1<sup>st</sup> with Tracy Chipman.
2. Books & Bread: Next distribution is March 23<sup>rd</sup>. Confirmed through August. 165 individuals (71 households) served last month. 2,435 total individuals since 2021.
3. Compassion Kitchen – Having trouble getting pre-packaged products. The Director is meeting with Tami from Feed My People tomorrow to come up with a plan that may include packaging food items at the library with the help of Ventures. 85 individuals (32 households) served last month. 706 individuals since 2021.
4. Community First: Spring into Action is tentatively on May 21<sup>st</sup> at the fairgrounds, 12-4pm. WashCo Grows' planning is coming along really well. Ten garden beds will be installed across the county. The first years' gardens will include cucumbers, squash, peppers, tomatoes, salad mixes, and onions. Care package pickups have increased significantly (100 in one month). The Community First Board decided that this program is not sustainable, so it will be ending. Plans are in place to help community members find hygiene and cleaning products from other locations. The Director leads the volunteering initiative for Community First, as well as the care package initiative. As the Community First Board begins to make committees, the Director will choose committees that align with the Library's mission.
5. Events & Programs Recap: BINGO for Books was a huge success. Chad Lewis (hybrid program) did not have as many attend as usual because it was on Zoom, Story Hour has had several local guests come read and share their expertise. Nan Hendry came last week to share the ukulele with the children. Tomorrow the Humane Society will be bringing cats. LEGO Club is being completely planned out and led by Bailey, a Library Aide. She is doing a great job with this program. Mystery Movie Night was once again a success with about 140 individuals participating. WashCo Outdoor Social Group met and snowshoed at Trego Ski Trail. Stuffed Animal Sleepover is so popular that it is now being offered quarterly.
6. Upcoming Events & Programs: Story Hour, LEGO Club, Savvy Seniors, Stuffed Animal Sleepovers, Winter Reading Challenges, Puzzle Contest, Mischief Makers. Tracy Chipman, Petting Zoo, Carnival, Snake Discovery. The Spring newsletter will be coming out in the beginning of April and will show programs through July.
7. Outreach Update: Katy continues to bring books to St. Francis, however, the principal stated plans for bringing their students back into the library.
8. Library Statistics: Circulation continues to trend up. There were 6,369 more checkouts Jan-Feb 2022 than there were in Jan-Feb 2021. There were 4,880 checkouts in February 2022 and 7,561 checkouts in 2019 (pre-Pandemic).
9. Other Reports: A picture wall has been installed in the children's wing in memory of Jane Hvizdak, a former children's librarian. The prints and frames were purchased with funds collected from her friends. Irene Lindberg, a former volunteer, recently passed away. Condolences were given to Irene's family. Many loved ones donated funds to the library in her honor. The Director will use these funds to purchase knitting crocheting tools to be added to the Library of Things since Irene enjoyed knitting. The library team and some board members will be present at the Washburn County Economic Development Corporation Awards Banquet on April 13<sup>th</sup>. The library is up for some awards.

#### **J. FINANCIAL REPORT –**

**2022: TOTAL EXPENDITURES FOR 2022 = \$ 74,165.49**

**TOTAL REVENUE FOR 2022 = \$ 344,316.77**

REPLACEMENTS = \$ 160.20

LIBRARY DONATIONS = \$ 9,788.64

LIBRARY DONATIONS RESTRICTED = \$ 1,362.20

GRANTS = \$ (929.98)

COUNTY CONTRIBUTIONS = \$ 146,505.73

GENERAL PROPERTY TAXES = \$ 186,500.00

OTHER = \$ 0.00

REIMBURSEMENTS & SCHOLARSHIPS: \$ 0.00

**SAVING ACCOUNT BALANCES:**

LIBRARY SAVINGS: \$6,702.29

LIBRARY SPECIAL BUILDING FUND: \$50,000.00

LIBRARY UNDESIGNATED FUNDS ACCOUNT: \$23,448.47

**J. NEXT MEETING –**

April 26, 2022 @ 5:00 pm

**K. ADJOURN**

1<sup>st</sup> by Johnson, 2<sup>nd</sup> by Stone to adjourn the meeting. Meeting adjourned at 6:29 pm.