

SPoonER MEMORIAL LIBRARY

Board of Trustees Meeting
421 High Street, Spooner, WI
April 26, 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, Bodzislav, Waltz, Johnson, Hopke, Gagnon, Fabert, Stone, Bruce
Absent - Ford
- C. APPROVAL OF PREVIOUS MINUTES** – 1st by Bruce with the amendment of adding Bodzislav present to the April Meeting Roll Call. 2nd by Johnson. Motion carried.
- D. APPROVAL OF MONTHLY VOUCHERS** – **Vouchers #47 - # 67 Totalling # \$16,360.92** 1st by Kevan, Waltz 2nd, Motion carried.
- E. PUBLIC COMMENT** – None
- F. OLD BUSINESS** –
1. Library's Response to COVID-19 -. Status is to continue with no mask wearing required.
 2. Feasibility Study - The Director Informed the Board that she is in the process of communicating with alternative offsite properties. She has approval from the City to meet about gap financing should the need arise. In the event of a suitable location coming available to purchase, a special Library Board meeting will be called, and then a further meeting with the City.
 3. Bookmobile update -. Grant status: \$97,000 (awarded) - \$55,712 (van/transport) - \$169.50 (plates/registration) = \$41,118.50 remaining (for wrap, conversion, and collection) . Josh from Attention to Detail has recommended using a wrap around for decorating the Bookmobile, the Director would like to see our dragon library logo used. Any excess funds after the vehicle has been fully fitted out, will be used for purchasing new books. The Board members toured the van and were very impressed with the size of the interior. The Outreach plans for the bookmobile will include visits to the Washburn townships in rural areas, the County Fair and Nursing Homes. The visits will all be limited by how many hours Kate, our Outreach Librarian has been allotted. A new Bookmobile Policy will need to be formulated.
 - 4 . April 2022 Crack Report from Director indicated that there are no changes from previous report.
- G. NEW BUSINESS** –
1. a) Election of Officers - Voting to approve office of President, Vice President, and Secretary for one-year terms - Johnson made a motion to nominate the 3 officers to remain in their current positions: Kevan - President , Waltz Vice President, and Bruce Secretary. No further nominations were given. Hopke 2nd. Motion carried.
b) Library Director's Annual Evaluation will take place at the next meeting in May (as this is a closed session, it will take place in the new staff meeting space). The Board members were given evaluation forms to complete.
 2. . Northern Waters Library Network Compliance Agreement - Review and approval of the 2022 NWLN Compliance Agreement. Kevan as Library Board President will submit the completed form along with the help of the Director. Motion by Kevan. Second by Waltz. Motion carried.
 3. Library Policies Bi-Annual Review: The Director went through Mission Statement & Board of Trustee Bylaws and updated where necessary, including Rules of Conduct #8 (service animals) and replaced Merlin references with Northern Waters Library Network (NWLN). Hopke made a Motion to accept the amendments made so far. 2nd by Stone. Motion carried. At the next meeting the Board will continue reviewing the Library Policies, starting at **Article VII Library Director**.

4. Strategic Plan -

- a) The board devoted 5 minutes for futuristic thinking and brainstorming which now takes place at each meeting. Bruce suggested that all staff wear more visible name tags stating their library position to encourage an even more friendly engagement with patrons.
- b. Community Survey questions should be drafted soon. The Board discussed possible formats for the survey.

H. LIBRARIAN'S REPORT –

1. Spring Newsletter has many interesting articles and updates on upcoming events.
2. WCEDC Awards Banquet – The Library was very honored to receive the 2020 Community Involved Business of the Year award. Most of the staff and some of the Library Board attended the banquet.
3. Library awarded \$800 Washburn County AODA mini-grant for Summer Reading program.
4. New hire – Lauren Funkhouser, Library Assistant / Sub
5. Background checks complete and then will be done on an annual basis.
6. Book communities update - The Director has visited Shell Lake School and is now looking into the logistics of organizing the children's book collection in the designated communities.
7. Family Festival – Director is Co-Chair, restructuring committees, set for June 4th 10am-1pm The event will be held at the FairGrounds in Spooner.
8. WAPL Conference – Hotel and registration covered for Director (as WAPL Co-Chair) and for one employee (reimbursement thanks to NWLS scholarship)
9. Books & Bread – Next distribution is April 27th. Confirmed through August. 343 individuals (134 households) served last month. 2,943 individuals served since 2021. The numbers have increased all around.
10. Compassion Kitchen – Picking bags up on 4/21. 92 individuals (34 households) served last month. 798 individuals served since 2021.
11. Community First - Spring into Action on May 21st, 12-4pm. WashCo Grows update. 31 care packages distributed in last month. 1,391 care packages distributed since 2020.
12. Community Powered – Interviews, training June 12-17 in Milwaukee. All travel expenses are being paid for from the grant that was awarded for this project with Wisconsin Humanities. The project could be based on collecting oral histories, but will not be decided until after the new hire starts.
13. Events & Programs Recap – Puzzle Contest, Intergenerational PJ Story Time, “What Were You Wearing” display (Embrace) was powerful, Composting, Story Hour, Lego Club, Mischief Makers
14. Upcoming Events & Programs – Story Hour, Savvy Seniors, Banned Book Club, Hunt Hill hike, LEGO Club, Savvy Seniors, Stuffed Animal Sleepovers, Scavenger Hunts, Tracy Chipman, Petting Zoo, Carnival, Snake Discovery
15. Outreach Update – St. Francis, Lakeland Carnival, fishing opener in Shell Lake
16. Library Statistics – Circulation trending up
 - a. March 2022 = 6,197 check outs + 1,788 e-check outs
 - b. March 2021 = 5,688 check outs + 1,791 e-check outs
 - c. March 2020 = 7,524 check outs
 - d. March 2019 = 8,578 check outs
 - e. January-March 2022 saw 16,510 check outs + 5,238 e-check outs = 21,748
 - f. January-February 2021 saw 22,792 check outs + 5,040 e-check outs = 27,832
 - g. Ways to increase circulation
17. Other Reports – Board member Fabert will be stepping down at the end of his term and the Library is seeking a City of Spooner resident to take up the position.

I. FINANCIAL REPORT –

2022: **TOTAL EXPENDITURES FOR 2022 = \$ 159,324.39**

TOTAL REVENUE FOR 2022 = \$ 345,844.37

REPLACEMENTS = \$ 173.20

LIBRARY DONATIONS= \$ 11,076.53

LIBRARY DONATIONS RESTRICTED = \$ 1,412.20

GRANTS = \$ 166.57

COUNTY CONTRIBUTIONS = \$ 146,505.73

GENERAL PROPERTY TAXES = \$ 186,500.00

OTHER = \$ 10.14

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 –

May 24, 2022 @ 5:00 p.m. **K. ADJOURN** - 1st by Kevan, 2nd by Johnson. Meeting adjourned at 6:37pm