

SPOONER MEMORIAL LIBRARY

Board of Trustees Meeting
421 High Street, Spooner, WI
May 24, 2022 at 5:00 PM

MINUTES

A. CALL TO ORDER – Kevan called the meeting to order at 5:00 pm

B. ROLL CALL – Present- Kevan, Bodzislav, Waltz, Johnson, Fabert, Gagnon, Hopke, Bruce
Absent- Ford, Stone

C. APPROVAL OF PREVIOUS MINUTES – 1st by Waltz, 2nd by Gagnon. Motioned carried

D. APPROVAL OF MONTHLY VOUCHERS – #68-#79 (plus 3 additional amounts that have approval for future remittal) Totaling \$9234.98 1st by Kevan, 2nd by Johnson. Motion carried.

E. PUBLIC COMMENT – None

F. OLD BUSINESS –

1. Library's Response to COVID-19 stays the same, but monitoring will continue.
2. Feasibility Study - the Director has been in contact with possible offsite property owners, but has not heard back yet. She will continue to follow up with reminders.
3. Bookmobile - a) The Director has looked into various book mobile policies at other libraries, but none are a good match for our library. The Board discussed creating our own book mobile policy to suit our needs, which would include who could drive the vehicle and when they would drive it, keeping a log book, procedures for reporting any accidents etc. The Director will continue to research requirements to be included in the policy.
b) The bookmobile is still waiting to be kitted out. Measurements are needed to be made for the wrap around before the design can be completed. Acore shelving needs to be ordered as well.
4. Strategic Plan -
 - a) 5 minutes of futuristic thinking and brainstorming by the board which now takes place at each meeting. Hopke suggested the increase of Virtual Reality equipment for both educational and entertainment purposes (travel). The Director said the Library now has a Meeting Owl device which will be used for conference calls. The Owl was purchased from funds from the Community Powered Grant.
 - b) The Community Survey is still a work in progress.

G. NEW BUSINESS –

1. Annual Review of Director – As per State Statute 19.85(1):19.85(1)(c) considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises to discuss the annual library director evaluation, at **5:20 pm Waltz made a motion for the Board to go into closed session, Hopke 2nd, Motion carried and the Board moved into the new staff room for the closed session meeting. At 5:48 pm the Board came out of the closed session. Johnson made a motion to go back into open session, 2nd by Waltz, Motioned carried. Kevan reported that Waltz and herself will arrange a meeting with the Director to give her feedback.**
2. Library Policies Bi-Annual Review - The Board continued the policy review from section VII, discussing the sections on Review Library Director, Conflict of Interest, and General. Section VIII and IX were combined and once the Director looks into what is the correct legislation verbiage to use, the amendments will be presented for approval at the next meeting.
3. 2023 Budget - The Director started the discussion with the Board on what should be included in the

draft budgets. It was decided that the Director will prepare one budget to start with, then present it to the Board at the next meeting for consideration. As the cost of living has increased, the Director will be budgeting for an increase in pay for all staff.

4. Undesignated Funds Account - The Director informed the Board as per state regulations, the funds in the undesignated funds account needs to be allocated to a particular thing. **Kevan made a motion to rename the account Retirement Disbursement Account. 2nd by Bruce, Motion carried.**
5. New Board Member — Danielle Danford's name has been given to the Mayor to approve as Jerry Fabert's replacement at the end of his term. Danford will start in July if approved.

H. LIBRARIAN'S REPORT –

1. Nan Hendry will be receiving the Governor's Service Award – Volunteer of the Year Northwest Wisconsin in Madison on Thursday for her work at the library with her ukulele programs and the Northwoods Ukulele Festival. The Director will drive Hendry down to Madison and pass on congratulations from the Board.
2. WAPL Conference 2022 - The Director said she appreciated being able to bring two team members, Nicki and Katy this year. For the sake of time, a summary will be given at a later date.
3. Book communities update - Nicki and Angie created a list of communities using the Wisconsin library director listserv. Nicki is in the process of putting colored tape to designate each community. The juvenile section will be divided into different genres.
4. Food insecurity updates – Books & Bread, Compassion Kitchen continue to serve a growing number of People. The Director had prepared the board with a printout Statistics stating the amounts of Distributions since 2020. This shows that there is still a need in our community for these services.
5. Community First update – Spring into Action is rescheduled for June 4th at the Family Festival. The WashCo Grows will have 10 beds in total at 9 different locations. A 4H group will be assigned one and the Director said the one for the library can be maintained once a week by the children attending Story Hour. The Community First care packages are almost out but the library continues to package more in a smaller quantity with the help of Feed My People.
6. Community Powered update The Director informed the Board that Emily Riewestahl has been hired by Wisconsin Humanities for this position. Her training will take place June 12-17 in Milwaukee. Grant purchases that have been made or are to be made to prepare for this project include the Meeting Owl, Go Pro, Oral Recollection Kits, a desk for Emily, wall partitions, reference materials. Emily will be at the meeting in June to meet the Board.
7. Events & Programs Recap – Story Hour, book clubs, LEGO Club, Stuffed Animal Sleepover
8. Upcoming Events & Programs – The Summer Reading program will start on June 1st with an author visit by Tracy Chipman. The program is a bit different this year with participants making goals for number of books they want to read. There are many great prizes thanks to community support. The Director has contacted local businesses and the prizes are rolling in at an impressive rate! Other things happening this summer include Story Hour, Savvy Seniors, Banned Book Club, LEGO Club, Scavenger Hunts, Find the Librarian Hunt, Petting Zoo, Carnival and Snake Discovery
9. Outreach Update – Family Festival is on June 4 , SRP school visits continue.
10. Library Statistics - Checkouts continue to increase
11. Other reports – None

I. FINANCIAL REPORT –

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

TOTAL REVENUE FOR 2022 = \$ 345,844.37

REPLACEMENTS = \$ 225.20

LIBRARY DONATIONS= \$ 11,596.66
LIBRARY DONATIONS RESTRICTED = \$ 1,412.20
GRANTS = \$ 966.57
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 – June 28, 2022 @ 5:00 p.m.

K. ADJOURN - 1st by Kevan, 2nd by Hopke to adjourn the meeting. Meeting adjourned at 7:00pm