

SPOONER MEMORIAL LIBRARY

Board of Trustees Meeting
421 High Street, Spooner, WI
September 27, 2022
MINUTES

A. CALL TO ORDER –

Kevan called the meeting to order at 5:02pm

B. ROLL CALL –

Kevan, Bodzislaw, Johnson, Waltz, Stone, Danford, Bruce, Hopke (arrived 5:09)

Guests : Librarian Cheryl Summer from Webster and Emily Riewestahl our Community Powered Project Coordinator Absent: Gagnon, Ford

Johnson departed meeting at 5:35pm, Stone departed at 6:26pm

C. APPROVAL OF PREVIOUS MINUTES –

1st by Johnson, 2nd Waltz, Motion carried.

D. APPROVAL OF MONTHLY VOUCHERS –

#126- #139 Totaling \$ 9052.22 1st by Kevan, 2nd by Johnson. Motion carried.

E. PUBLIC COMMENT –

None

F. OLD BUSINESS –

1. Library's Response to COVID-19 - The Director informed the Board that all members of staff have recovered from the round of Covid. The Library currently has free Covid tests available at the front desk, which were provided by the County Health Department.

2. Feasibility Study

a. At 5:05 pm the president Kevan called a closed session for the Board as per Wisconsin Statute 19.85 (1)(e) Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session. Discuss and possibly vote on an offer on property. At 5:32 pm Johnson made a motion to come out of the closed session, Kevan 2nd, motion carried. The Director will make arrangements for the Board to tour a potential site.

3. Bookmobile - The Director said that the Bookmobile wrap is almost completed and she is working with Buzz to perfect the final design. The participating townships on the bookmobile route are excited. The Director and Katy, the Outreach Librarian will go before the Washburn County Board on October 4th to request funds to cover Katy's position so she can expand her outreach. Adjustments to the budget may need to be made, depending on the outcome. The Bookmobile Policy will be worked on at future meetings.

4. 2023 Budget - The Director attended two City Finance Committee meetings at which time the City planned to approve part of the Library's additional request for 2023. After the City and County finalize their budgets, the Library Board will vote on a final budget for the Library.

5. Bi-Annual Policy Manual Review - The Director and Board worked through the next section of Patrons Policy, updating where required. Cheryl Summer will send the Webster Censorship Policy to the Director to look at. The Board will continue on page 9 at the Next meeting.

6. Office Update – The Board did a tour of the cataloger space to see the new desks that have been purchased. Cataloger Nicki said that they are really enjoying having the new desks which are a big improvement, and are much more practical to work at.

G. NEW BUSINESS –

Auditor Recommendation - On the Auditors recommendation, Stone made a motion to rename the "Retirement Disbursement Account" to "Sick Leave Payout Account" and transfer \$10,000 from

“Undesignated Funds Account” to “Sick Leave Payout Account”. 2nd by Hopke, Motion carried.

H. LIBRARIAN'S REPORT –

1. Director's Report – The Director looked into and reported back to the Board that the hotspots EW filtered, but not flagged. As suggested at the previous meeting by Hopke, the Director looked into collaborating with other local entities. One of the organizations she contacted was the Shell Lake Arts Center who is interested in working together sometime in the future. The End of Summer Reading ice cream party was held outside and was well attended and enjoyed! The Director has sent out thank you letters to all our generous sponsors of the Summer Reading programme. The Director said that there continues to be many events offered in the library, something for everyone. These events are listed in the newsletter and posted on the library's website.
2. Library & Food Insecurity Updates - In total, 175 pounds of produce was produced and distributed from the Library's WashCo Grows Community Garden and through donated vegetables. There is a growing demand for food bags.
3. Community Powered Update - Emily presented a slide show featuring progress with projects in progress and ones she is developing. With the Oral History project she is indexing the information so people can have access to it. Emily is in contact with the Wisconsin Veteran's Museum in Madison who have the structure to set up archiving the items for long term retrieval of information. Other projects are Hive Mechanic, Downtown Story walk, collaborating with the Railroad park and Railroad museum, which would be part of the grant. The History Harvest event on November 5th will welcome people to bring in their military memorabilia, railroad history items, family heirlooms and photos. There will be a Veterans event in the Spring. The Board will approve the final project and was asked for feedback on ideas of what to call the Community Powered Project. Some ideas were Past meets present, and Preserve. The overall emphasis of the project is to 1) Share our story, 2) Build our Community and 3) A vision for the future. Emily will look into contacting local historian Sharon Tarr and researching the Centennial Farmers in the area. She will also work on constructing a timeline for all these projects.
4. Other - On October 29th the staff will have tech training so they can help with the equipment at the History Harvest event.

I. FINANCIAL REPORT –

2022: **TOTAL EXPENDITURES FOR 2022 = \$ 302,988.78**

TOTAL REVENUE FOR 2022 = \$ 384,585.14

REPLACEMENTS = \$ 410.77

LIBRARY DONATIONS= \$ 13,791.77 (includes carryover)

LIBRARY DONATIONS RESTRICTED = \$ 3,274.13 (includes carryover)

GRANTS = \$ 31,714.89

COUNTY CONTRIBUTIONS = \$ 146,730.09

GENERAL PROPERTY TAXES = \$ 186,500.00

OTHER = \$ 52.15

REIMBURSEMENTS & SCHOLARSHIPS: \$ 1,181.36

SAVING ACCOUNT BALANCES:

LIBRARY SAVINGS: \$ 6,702.29

LIBRARY SPECIAL BUILDING FUND: \$ 51,000.00

LIBRARY UNDESIGNATED FUNDS ACCOUNT: \$ 23,448.47

J. NEXT MEETING – October 25, 2022 @ 5:00 p.m.

K. ADJOURN - 1st by Waltz, 2nd Hopke to adjourn the meeting. Meeting adjourned at 6:26pm