

## **SPOONER MEMORIAL LIBRARY**

Board of Trustees Meeting  
421 High Street, Spooner, WI  
October 25, 2022

### **A. CALL TO ORDER –**

Kevan called the meeting to order at 5:02 pm

### **B. ROLL CALL –**

Kevan, Bodzislav, Johnson, Gagnon, Stone, Hopke, Danford, Bruce

Guest: Community Powered Project Coordinator -Emily Riewestahl

Absent: Waltz, Ford

Hopke departed meeting at 5:50 pm

### **C. APPROVAL OF PREVIOUS MINUTES –** Minutes of October September 27th 2022 and Special Meeting

On October 3rd 2022. 1st by Johnson, 2nd Hopke, Motion carried.

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

#140- #155 Totalling \$7639.95 1st by Kevan, 2nd Johnson, Motion carried.

### **E. PUBLIC COMMENT –** None

### **F. OLD BUSINESS –**

1. The Board and Director devoted 5 minutes to futuristic thinking per the Strategic Plan.  
The Director meet with Pat Barnett the Director of the Shell Lake Art Center today and said they would like to partner with us for the Ukulele Festival and host it in Shell Lake next year (if the Uke Fest Committee is on board), with a possible Ukulele camp in 2024. There was discussion on how we would develop the space If the library were successful in acquiring the Old Spooner Clinic Space. Some suggestions were - to have comfy seating, student art displays, display cases for historical pieces, development of the green space with Story Walks, etc.
2. Library's Response to COVID-19 - Remains the same
3. Feasibility Study Update- (Open Session) The Director provided a report from SEH regarding architect Pat Fehrenbach visit to the proposed site. In the report it states that the building was built in 1979 and remodeled in 2000 and appears to be in good condition and is suited for a renovation into a public library. The report included several suggestions to be considered, including a need for quite a bit of demolition on the interior to create large open spaces which is possible because the walls are not support walls, more windows to be added, bathrooms to be modernized to meet accessibility standards, and the main floor weight limit to be looked into. Bob Siebel CEO of Carriage Healthcare who own the proposed site, has agreed to meet with us on November 9th at noon to discuss the possible purchase of the Old Spooner Clinic space and it was agreed that the Director should request a selling price beforehand.
4. Bookmobile
  - a. The Wrap is in process by Buzz Signs & Graphix and will be complete tomorrow. The ramp and shelves should be done before Januar.
  - b. Bookmobile Policy - Tabled for next meeting
5. 2023 Budget  
At the time of the meeting the County approved (contingent on final approval at

one final meeting) the funds necessary to provide coverage at the library while Katy does outreach in 2023. They also approved reimbursing the library at 75% over the required 70% (Act 150). The City approved an increase of \$3,500 which will help offset the cost of a 4% increase for team members. A few side notes - The City will begin charging the library auditor costs in 2023 (\$250). The Director looked into cost savings for Archive Social (the social media backup tool), but she was not successful. The library currently pays \$700 per year. Northern Waters libraries have approved investing funds into Hoopla which the Spooner Library already has. This will offset some cost for Spooner. Scholarships from NWLS in 2022 have helped a handful of team members be able to attend various conferences. The Director said the cost of office supplies keeps rising. The budget will have to include an 18 hour position that will assist with marketing and programs to cover Katy's time in the library. The substitute librarian quit and will now need to be replaced. The final library budget is pending the County meeting on November 15th.

6. Bi-Annual Policy Manual Review - Reviewed Internet Policy and Collection Development Policy - at next meeting start at NWLN Consortium

#### **G. NEW BUSINESS –**

1. Review/Change Handbook days closed. Following discussion, **Stone made a motion** to change the wording in the Handbook to - If one of the holidays listed above falls on a Sunday, the library will be closed the following Monday. **2nd by Kevan**, Motion carried.

#### **H. LIBRARIAN'S REPORT –**

1. Director's Report – The numerous events at the library continue to be varied and for the most part well attended. The Jack O'Lantern event did not get as many entries as hoped. Some upcoming events listed in the Fall Newsletter are - Stuffed Animal Sleepover, Lego Club, Story Hour, Christmas Ukulele Jam, Cookie Swap, Mischief Makers, Poetry Workshop, Bingo for Books, Moonlite Snowshoe, Cookbook Book Club, Seniors Book Club, Teen Nintendo Switch Party, Card Game Night, Teen Tech Night and a Bluey Party.
2. Library & Food Insecurity - The Director provided a printout for September listing the statistics from 2020 to 2022 for the Books & Bread, Care Packages and The Compassion Kitchen - all showing an increase in use. The WashCo Grows Community Gardens started in July 2022 and distributed a total of 226.2 pounds of vegetables; 144.8 alone were from the Library garden!
3. Community Powered Update - Emily shared with the board the Story Walk project that utilizes Hive Mechanics and how to use the app. The Story Walk will take place November 14th - 20th and will feature the book City Shapes. The History Harvist is scheduled for November 5th and will focus on military memorabilia, railroad history items and family heirlooms and photos.
4. Other reports - The Library Board congratulated the Director on being awarded the Librarian of the Year for Wisconsin! The Director also wanted to thank all the staff for stepping up when there was a staff shortage, due to a staff member resigning short notice and another staff member having health concerns.

#### **I. FINANCIAL REPORT –**

2022: **TOTAL EXPENDITURES FOR 2022 = \$ 335,877.73**

**TOTAL REVENUE FOR 2022 = \$ 385,298.63**

REPLACEMENTS = \$ 454.77

LIBRARY DONATIONS= \$ 14,139.40 (includes carryover)  
LIBRARY DONATIONS RESTRICTED = \$ 3,394.13 (includes carryover)  
GRANTS = \$ 32,644.87  
COUNTY CONTRIBUTIONS = \$ 146,730.09  
GENERAL PROPERTY TAXES = \$ 186,500.00  
OTHER = \$ 254.01  
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 MEETINGS** – Special Meeting: November 9, 2022 @ Noon / Wednesday November 16th, 2022 @ 5:00 p.m

**K. ADJOURN** - 1st by Johnsons, 2nd Kevan to adjourn the meeting. Meeting adjourned at 6:40pm