

## **SPOONER MEMORIAL LIBRARY**

Board of Trustees Meeting  
421 High Street, Spooner, WI  
December 20, 2022 at 5:00 PM  
AGENDA

### **A. CALL TO ORDER –**

### **B. ROLL CALL –**

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

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

### **E. PUBLIC COMMENT –**

### **F. OLD BUSINESS –**

1. The Board and Director will devote 5 minutes to futuristic thinking per the Strategic Plan.
2. Library's Response to COVID-19
3. Feasibility Study
  - a. At this time the president anticipates going into closed session 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. to wit:
  - b. The board will discuss Library proposed acquisition of the Former Essential Health Building and potentially vote on which appraiser quote to accept.
  - c. At this time the president anticipates going back into open session.
  - d. Next steps
4. Bookmobile
  - a. Bookmobile Retrofit Update – Wrap is complete, Josh from Attention to Detail will install door liners, wall liners, ceiling liners, StabilGrip flooring, an accessibility ramp, running boards, and side step which have all been ordered and shipped. Josh will then install the bookshelves, make a custom desk for check outs, and add another power source.
  - b. Books are being ordered by the acquisition librarians. Director is happy to report that there is \$15,000 left of the grant to purchase the bookmobile's first book collection. These funds will fill about half of the shelves with books. The bookmobile's collection will not mix with the collection in the library. As funds become available more books will be added to the bookmobile and there will (someday) be a rotating collection to provide more choice for individuals using the bookmobile.
  - c. Review final bookmobile route and schedule
  - d. Vote to adopt Bookmobile Policy
  - e. Vote to adopt Bookmobile Stop Application Form
  - f. Vote to adopt Bookmobile Hold Request Form
  - g. Vote to adopt Library Volunteer Application
5. Bi-Annual Policy Manual Review
  - a. Code of Conduct (add interfering with operations policy and policy on adults at story time)

### **G. NEW BUSINESS –**

1. Donation carryover – Vote to move \$1,000 special programming donation to 2023 fiscal year.
2. Vote on whether to carry over remaining donations to 2023 budget or move the funds to another account, such as savings, building, or retirement accounts.

### **H. LIBRARIAN'S REPORT –**

1. Director's Report – Events recap, etc.
2. Library & Food Insecurity Updates
3. Other reports

**J. FINANCIAL REPORT –**

2022: **TOTAL EXPENDITURES FOR 2022 = \$ 416,463.48**

**TOTAL REVENUE FOR 2022 = \$ 451,066.62**

REPLACEMENTS = \$ 578.33

LIBRARY DONATIONS= \$ 16,250.47 (includes carryover)

LIBRARY DONATIONS RESTRICTED = \$ 4,519.13 (includes carryover)

GRANTS = \$ 41,022.59

COUNTY CONTRIBUTIONS = \$ 146,730.09

GENERAL PROPERTY TAXES = \$ 186,500.00

OTHER = \$ 254.01

**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 – January 24, 2023 @ 5:00 p.m.**

**K. ADJOURN**