

## **SPOONER MEMORIAL LIBRARY**

Board of Trustees Meeting  
421 High Street, Spooner, WI  
December 20, 2022  
**Minutes**

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

**B. ROLL CALL** – Kevan, Bodzislaw, Johnson, Ford, Gagnon, Stone, Waltz, Hopke, Bruce  
Absent: Danford

**C. APPROVAL OF PREVIOUS MINUTES** – Johnson made a motion to approve the previous minutes, 2nd by Hopke, Motion carried

**D. APPROVAL OF MONTHLY VOUCHERS** – #168 - #184 Totalling \$17,356.97. Motion made by Kevan, 2nd by Ford, Motion carried.

**E. PUBLIC COMMENT** – None

**F. OLD BUSINESS** –

1. The Board and Director devoted 5 minutes to futuristic thinking per the Strategic Plan. Johnson mentioned that if the Director knew an event was not going to be well attended that the Director could change it to a more favorable date on Facebook, allowing more flexibility. It was discussed that the Bookmobile should be present at as many upcoming community events to maximize exposure.

2. Library's Response to COVID-19 - No changes.

3. Feasibility Study -

a) At this time the board had planned on going into a closed session to discuss the Library's proposed acquisition of the Former Essential Health Building and potentially vote on which appraiser quote to accept. However, the Director informed the Board that there was not a need to go into a closed session at this time, as she had attended a City Finance Meeting earlier where it was suggested that the purchasing of the former Essential Health Building was not feasible. The City Finance Committee said that they could not afford to pay the substantial increased utility fees, etc. that the former Clinic would generate. The City Finance Committee also cited the difficulty in raising money for other big projects in the community and felt the library would also find it difficult to raise the millions that would be required to purchase and refurbish the former Clinic. The Director has informed the owner that a purchase is off the table. The owner was willing to do a "rent-to-own" contract, but the Director declined the offer. The City Finance Committee was understanding that the Library requires more space and is willing to help the Library figure out a creative solution. One suggestion was to reach out to the owner of the property across the alley, which was done earlier in the year about purchasing the property and creating a Right of Refusal. The suggestion included the idea of creating a second library building, one for programs, meetings, and storage so that the alley does not need to be vacated. The City will look into the cost of vacating the alley to see if that is feasible. The Director will reach out to the owner next door. Next steps include focusing on the current property, including an addition on the children's wing and the garden area, looking into the purchase of the property next door, and looking into options for changing the parking situation on High Street (possibly angled parking on one side. All this would be paid for via a capital campaign.

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. Josh has been very generous and will donate many hours of his labor for this project. The Director said the Bookmobile

Should be finished sometime in January and would like a local news station to be present at the launch.

- b. Books are being ordered by the acquisition librarians. The Director is happy to report that there is \$15,000 left of the grant to purchase the bookmobile's first book collection. The deadline of purchasing from the grant is February 2023. 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 the plan is to eventually have a rotating collection to provide more choice for individuals using the bookmobile. The bookmobile book costs will be kept down by not providing sleeves for the books. The books will be cataloged and a sticker added to designate that they belong to the bookmobile. Bookmobile books will not be able to be put on hold. The selection of books for the bookmobile will be taken from lists of popularity in the last two years - 200 adult books, 100 juvenile and 100 picture books. The next Library Newsletter will include an update of the webpage just for the Bookmobile. The Director said that they are planning to do a book drive to add to the bookmobile collection and she will also be applying for a bookmobile grant in the spring for children's books for the bookmobile.
- c. Review final bookmobile route and schedule - The Director shared with the Board the final map and schedule of the bookmobile. Katy the Outreach Librarian will operate the bookmobile and the staff schedule has been updated accordingly. She will still be at the Library most of the day on Fridays.
- d. Bookmobile Policy - Stone made a motion to adopt the Bookmobile policy with the change of wording from lift to ramp. 2nd by Hopke, Motion carried.
- e. Bookmobile Stop Application Form - Johnson made a motion to adopt the Bookmobile Stop Application form, 2nd by Waltz, Motion carried.
- f. Bookmobile Hold Request Form - Waltz made a motion to adopt the Bookmobile request form with the addition of date and office status of request. 2nd by Ford, Motion carried.
- g. Library Volunteer Application - Hopke made a motion to adopt the Library Volunteer Application with the addition of a background check and date and office status of request. 2nd by Johnson. Motion carried.

#### 5. Bi-Annual Policy Manual Review

- a. Code of Conduct (add interfering with operations policy and policy on adults at story time) . The Director has researched the matter and after discussion with the Board, it was agreed that the Director will add a statement to the Policy and share it with the Board at the next meeting.

#### **G. NEW BUSINESS –**

1. Donation carryover – Ford made a motion to carry over \$1,000 special programming donation to 2023 fiscal year, 2nd by Bruce, Motion carried.
2. Remaining donations from 2022 - Hopke made a motion that unrestricted donations could be used to pay 2022 overages, if any, or be deposited into the Library Saving Account and reviewed in March for further designation. 2nd by Kevan, Motion carried.

#### **H. LIBRARIAN'S REPORT -**

1. Director's Report - The Bluey Party drew a big crowd, the Teen Tech night was very successful, the teens enjoyed using the VR's and there was discussion on how to use the VR's in the community. The Card Game night was also well attended and everyone had fun. Events like this provide a healthy, fun way for adults in the community to meet new people. The Director organized the Library to be used as a Warming House during the recent snowstorm and power outages in the area. The Library was open late and about 30 people used the facilities to stay warm. The Director tagged other Community

leaders to inform them that people could come to the Library. In the event of outages happening again, it was suggested that Carol Buckman at Washburn County to be contacted and the Library added to the Code Red, which is a rapid emergency notification service.

2. Library & Food Insecurity Updates - The Director said that the Books and Breads demand was down in certain areas but still highly used and Tammy at Feed my People had adjusted distribution amounts accordingly. More packages have been prepared for the Compassion Kitchen with the help of Ventures and ready for pickup by anyone in the community.
3. Other reports - A new library staff member has been hired. Cori Martin will be the Marketing/ Programming Librarian and will work 20 hours a week, starting January 4, 2023.

**I. 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. Discussion was had explaining that the February meeting will need to be held earlier because of the Annual Report Deadline. A date will be set at the January meeting.

**K. ADJOURN** - 1st by Johnson, 2nd by Ford to adjourn the meeting. Meeting adjourned at 6:25pm