

SPOONER MEMORIAL LIBRARY

Board of Trustees Meeting
421 High Street, Spooner, WI

February 23rd, 2023

(Meeting was rescheduled from Feb 16th due to Director being unwell
(this was approved by Kevan)

Meeting was by Zoom due to a Winter Storm

MINUTES

A. CALL TO ORDER – Kevan called the Zoom meeting to order at 4:07pm

B. ROLL CALL – Kevan, Bodzislav, Waltz, Gagnon, Stone, Bruce

Absent - Hopke, Johnson, Ford

Guest - Community Powered Project Coordinator - Emily Riewestahl

C. APPROVAL OF PREVIOUS MINUTES – Waltz said that there should be one correction in the January meeting minutes. Rather than saying `the last Tuesday of the month, it should say the 4th Tuesday of each month. With this correction Waltz made a motion to approve the previous minutes, 2nd by Kevan. Motion carried.

D. APPROVAL OF MONTHLY VOUCHERS – Due to the bad weather, the library was closed today and the vouchers were not available to be signed. The Director is unable to pay the bills unless the vouchers are signed. Kevan made a motion that only one signature (hers) is needed in this case and she will arrange to go to the library on Friday Feb 24th and sign the vouchers, Waltz 2nd. Motion carried.

E. PUBLIC COMMENT – NONE

F. OLD BUSINESS –

1. 5 Minute Futuristic thinking per Strategic Plan - **Tabled for next meeting**

2. Community Powered Update - Emily Riewestahl said that the 2nd History Harvest is scheduled for April 29th 3-5pm at the library. Professor Tom Broman from Wisconsin 101 will be in attendance and present Wisconsin 101: Doing Local History with Objects, an in-person Badger Talk.

3. Library's Response to COVID-19 to stay the same. More Covid tests have been provided to be picked up.

4. Feasibility Study

a. Update and next steps – Bill Marx , the City Administrator provided the Director with a Spooner Utilities Work Order that states the cost of moving the overhead primary utilities at the cost of \$46,500. However, Marx told the Director that the cost of moving the underground fiber optics would be \$200,000. A first right of refusal has been drawn up to present to Harry Harwell, the owner of the house across the alley in case Harry were to list his home for sale.

b. Next step is that the Director will attend a City meeting on Tuesday February 28th to discuss costs and possible next steps for the library.

5. Bookmobile - The Director said that there is some electrical work to be done, but the bookmobile's maiden voyage is scheduled for March 2nd. There will be a ribbon cutting between 9 - 10am. There has been a press release sent out and the bookmobile has been mentioned on the Duluth News. Bibliodragon is completely filled with books and there is \$3000 remaining from the grant which will be used to buy gas cards. It will be good to see the bookmobile on the road! .

6. Bi-Annual Policy Manual Review - to be reviewed at next meeting due to poor connection on Zoom

a. Review "Security Camera Policy," "Statement of Complaint Form," "Disaster Policy," "Pandemic Policy," "Library Bill of Rights," and "The Freedom to Read." Consider adopting "Social Media Policy." Vote to approve the Library Policies document with all updates.

G. NEW BUSINESS –

1. Annual Report summary and approval of the 2023 Annual Report - The Director went through the draft Report with the Board. After making a few adjustments, Stone made a motion to accept the Annual Report, 2nd by Waltz, Motion carried. Kevan to sign two copies and send to NWLS and DPI.
2. Approval of the 2023 Northern Waters Library Network Compliance Agreement - to be reviewed at next meeting

H. LIBRARIAN'S REPORT –

1. Director's Report – The Director attended WLA's Library Legislative Day and received positive feedback about Spooner Library. As a result, two listening sessions have been organized at the library - one will be representative Amstrong and the other Senator Romaine Quinn.
2. Food insecurity statistics were shared with the board. With the bookmobile present at both Books & Bread locations, Outreach Librarian Katy Larson trained Shell Lake staff on how to lead the food portion of the first location.
3. "Stories in the Park" is a fundraiser to purchase outdoor story walk signs. So far over \$1000 has been raised, the goal is \$6000. One way of raising money is for people to donate shoes and the library will get 40 cents per pound. A storage facility has been donated to store the shoes. The library was also selected as a beneficiary for the Chamber's Food & Wine Tasting fundraiser on April 20th. The director asked for volunteers for the event.
4. The WAPL Conference is approaching in April. Nicki Harris will attend with the director. Both are on the conference committee.
5. There is a vacancy on the board with the resignation of Danielle Danford. The position needs to be filled by a City of Spooner resident. An ad is out.
6. New digital resources are available to NWLN patrons through the system. Resources include Transparent Language, a resource to learn a new language for free, including Ojibwe languages, New York Times and New York Times Cooking, Kanopy, a video streaming service and Creativebug, art and craft videos. All resources are free with a NWLN library card.

3. Upcoming programs Money Smart Week program and internet safety programs in partnership with Spooner School District Community Education. Marketing/Adult Programming Librarian, Cori Martin has made connections with several local organizations already and has programs in the works with Sage from Hunt Hill and Washburn County Public Health. A Dungeons & Dragons event is scheduled in partnership with local gamers.

4. Other reports - The director mentioned that the American Library Association conference is closer to home this year, in Chicago and that she may request to attend. It is being held in June.

I. FINANCIAL REPORT -

2023: TOTAL EXPENDITURES FOR 2023 = \$ 62,786.76

TOTAL REVENUE FOR 2023 = \$ 220,938.97

REPLACEMENTS = \$24.04

LIBRARY DONATIONS= \$ 3,260.94

LIBRARY DONATIONS RESTRICTED = \$ 870.00

GRANTS = \$ 571.41

COUNTY CONTRIBUTIONS = \$ 215,207.59

GENERAL PROPERTY TAXES = \$ 0.00

OTHER = \$ 0.00

SAVING ACCOUNT BALANCES (NOT UPDATED):

LIBRARY SPECIAL BUILDING FUND: \$ 51,000.00

LIBRARY UNDESIGNATED FUNDS: \$ 81,658.54

CARRYOVER RESTRICTED DONATION: \$ 1,000.00

J. NEXT MEETING – March 28, 2023 at 5:00 PM

K. ADJOURN- 1st by Kevan, 2nd by Waltz to adjourn the meeting. Meeting adjourned at 4:53.