

## **SPOONER MEMORIAL LIBRARY**

Board of Trustees Meeting  
421 High Street, Spooner, WI  
April 25, 2023  
**MINUTES**

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

**B. ROLL CALL** – Kevan, Bodzislaw, Gagnon, Ford, Johnson, Waltz, Clair, Berghammer, Stone, Bruce

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

**D. APPROVAL OF MONTHLY VOUCHERS** – #45-#54 Totalling \$8,965.51 Kevan made a motion to approve the vouchers and total amount, 2nd by Ford. Motion carried.

**E. PUBLIC COMMENT** – None

**F. OLD BUSINESS** –

1. New Board Members -The Director and Board officially welcomed Sam Clair and Chris Berghammer to the board!
2. The Board and Director devoted 5 minutes to futuristic thinking per the Strategic Plan. There was a discussion related to the possibility of the school Art Department having a partnership with the Railroad Park where students paint murals around town or design banners that could hang from the new city street lights. It was mentioned that the Spooner Women’s Club has a large archive of Spooner’s History and that they could also be involved in a partnership. In the meantime, the Director will ask the Spooner Women’s Club if they are interested in displaying some of their items in the Library.
3. Community Powered Update - Emily Riewestahl was unable to attend the meeting, so the Director updated the Board in her place - Following the Teen Lock In at the Library, Wisconsin Humanities have approved the funds to support teen projects. There are also 2 upcoming events which are the Wisconsin 101 Badger Talk on April 29th followed by a history harvest and on May 11th a Veterans History program.
4. Library’s Response to COVID-19 - No changes.
5. Feasibility Study
  - a. Space reevaluation - The Director has been in touch with Brain at SEH who has asked for more specifics from the board regarding the complexities of what work they are to carry out. Keeping in mind all the work SEH does costs a fee, the Board has decided that they will review the original two plans that SEH has prepared for expanding the present Library building. The Board will then discuss the matter at the next meeting and go from there, with the possibility of setting up a committee to hash out what is wanted.
  - b. The Director has emailed the neighbor next door the First Right of Refusal form, but has yet to receive the signed form back.
6. Building Upkeep update -
  - a. Damage to the sidewalk concrete -The Director has contacted Bill Marx at the City regarding the damage to the concrete on the sidewalk in front of the Library. He said that when the City redoes the old Post Office area, they will try to repair the concrete at the Library. The City will not paint orange markings on the damaged library sidewalk, so the Director is to ask permission if the Library can paint it themselves.
  - b. Repair of Doors - Rice Lake Glass Company stopped and will fix the weather proofing on the back door and fix the front entry door alignment.

## G. NEW BUSINESS –

### 1. Election of Officers

a. Nominations and voting took place to approve the office of President, Vice President, and Secretary for one-year terms.

President - Waltz nominated Kevan for President. Kevan accepted the nomination. 1st by Waltz, 2nd by Bruce, Motion Carried. Kevan to remain as President.

Vice President- Kevan nominated Waltz for Vice President. Waltz accepted the Nomination. 1st by Kevan, 2nd by Stone. Motion carried. Waltz to remain as Vice President.

Secretary - Kevan nominated Bruce for Secretary. Bruce accepted the nomination. 1st by Kevan, 2nd by Johnson. Motion carried. Bruce to remain as Secretary.

2. April 2023 Crack Report- The Director updated the Board on the cracks on the building in the Children's area. The pictures and measurements show that the crack at the top has increased slightly and new hairline cracks have also appeared. There is concern that the floor may not be level - the Director will have this investigated. Bill Marx at the City has said the wall cannot be fixed.

3. Director's request to attend ALA Conference in Chicago, June 22<sup>nd</sup> – June 27<sup>th</sup>

The Board agreed that attendance at the conferences would be beneficial to the Director. **Kevan made a motion** to accept the costs associated with the ALA Conference and for the Director to check out if she can share transportation and room costs with another librarian when attending the ALA conference in Chicago, 2nd by Johnson. Motion carried.

## H. LIBRARIAN'S REPORT –

### 1. Director's Report – Updates

a. Food & Wine Tasting Fundraiser recap - The Chamber's Office has not yet given feedback on how much was raised for the Library, however they thanked all those who volunteered before and at the event.

b. Washburn County Library Planning Meeting will take place at the Spooner Library on May 22nd. There will be discussion on funding for next year in preparation for the Act 150 paperwork completion. The Board agreed that the Director should request 80% reimbursement from Washburn County.

2. The Spring Newsletter has been completed with many events scheduled. The upcoming events in May are the Archival Revival Book Club, the Cookbook Club, a Harry Potter Party, Lego Club, Family Internet Safety, Veteran History Workshop, Poetry Workshop, Stuffed Animal Sleepover, Mischief Craft Makers, Scavenger Hunt, Savvy Seniors Book Club, Ukulele Funshop, Books and Bread, Senior Internet Safety and every Wednesday a Story Hour. There is something for everyone!

3. Other reports - The Director shared the monthly library statistics with the Board which shows there has been a growing increase in circulation, but still has not matched pre Covid Numbers. There is a new free movie streaming service for members called Kanopy.

Books and Bread has seen a significant increase in demand, as the cost of food rises, showing how important this service is to the members in our community who are in need. The Director said that Shania from the Shell Lake Library is now leading the Spooner Books and Bread distribution and Angie will continue to lead the 2nd location in Trego. Katy, the library's Outreach Librarian continues to do monthly bookmobile routes, including two during the Books & Bread event.

## I. FINANCIAL REPORT –

2023: **TOTAL EXPENDITURES FOR 2023 = \$ 121,820.99**

**TOTAL REVENUE FOR 2023 = \$ 418,060.56**

REPLACEMENTS = \$94.04

LIBRARY DONATIONS= \$ 4,270.54

LIBRARY DONATIONS RESTRICTED = \$ 6,013.42

GRANTS = \$ 571.41

COUNTY CONTRIBUTIONS = \$ 215,503.12

GENERAL PROPERTY TAXES = \$ 190,000.00

OTHER = \$ 608.03

**SAVING ACCOUNT BALANCES (updated 4/20/2023)**

LIBRARY SPECIAL BUILDING FUND: \$ 51,000.00

LIBRARY SAVINGS: \$6,966.34

LIBRARY UNDESIGNATED FUNDS: \$ 82,980.91

CARRYOVER RESTRICTED DONATION: \$ 1,000.00

**J. NEXT MEETING – May 23, 2023 at 5:00 PM . Kevan informed the Board that there will be a closed session at the meeting in May regarding the Directors yearly evaluation.**

**K. ADJOURN - 1st by Kevan, 2nd by Ford to adjourn the meeting. Meeting adjourned at 5:52 pm.**