

## **SPOONER MEMORIAL LIBRARY**

Board of Trustees Meeting  
421 High Street, Spooner, WI  
May 23, 2023

### **MINUTES**

**A. CALL TO ORDER** – Kevan called the meeting to order at 5:01pm

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

Absent: Ford

Guest: Community Powered Project Coordinator - Emily Riewestahl

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

**D. APPROVAL OF MONTHLY VOUCHERS** – #55- # 65 Totalling \$14,382.56. Kevan made a motion to Approve the vouchers and total amount, 2nd by Johnson. Motion carried.

**E. PUBLIC COMMENT** – None

**F. OLD BUSINESS** –

1. 5 minutes to futuristic thinking per the Strategic Plan, updates - The Director said that the Business District has already put banners up on the lamp posts, so no need to organize this. She also said that the student art work is now on display in the library.

2. Community Powered Update - Emily Riewestahl, The Community Powered Project Coordinator, gave her final update to the board, as her project is coming to an end on May 31st. She presented the following:

a) Spring History Harvist was well attended and recordings were made on various historical objects. Katy, the Outreach Librarian is now planning on bringing the light box and mobile recording equipment to Maple Ridge Care Center to interview residents' stories of their past. The Director and Katy are learning how to record and edit.

b) Veterans Oral History - Stories from those who served - 4 Veterans are now live on the Wisconsin Veteran's site and this can be accessed through the Community Powered link on the library site.

c) Railroad Heritage Scavenger Hunt will take place on Saturday June 17th.

d) Teen Lock In has resulted in 4 groups saying yes to do various things in the Community. They meet Wednesday evenings. 2 groups have planned activities - YEP ( Youth Environmental Program) will be helping with the Spooner Garden Club clean up on June 26th, participating in the Bumble Bee project at Hunt Hill and removing buckthorn from City Park. One of the other groups will be taking part in a city clean up project.

What next- Emily will be doing the handoff so that contacts are in place for keeping the projects going. She will provide the necessary training on how to use the equipment. She will finalize her sustainability plans and resources. The Board discussed that when the Veterans meet on Veterans day in November the information for them to record their stories should be provided to them. The Board thanked Emily for all her hard work and dedication.

3. Library's Response to COVID-19 – End of Public Health Emergency effective May 11, 2023. The board agreed that this item can now be taken off the agenda for future meetings.

4. Feasibility Study

a. Discuss layout provided by SEH and staff notes - The Director shared with the Board all the ideas that the staff have suggested with the Board. The Director gave copies of Concept B Layout which was prepared by SEH showing the expansion of the existing space to 12,700 gross

Square Feet, which would double the footprint of the existing library. The next step is for the Director to go back to SEH and request a more detailed measurement breakdown of both the indoor and outdoor spaces on the plan.

b. First right of refusal update - the neighbor has yet to sign the form.

5. Building Upkeep - Both the back door and the front door have been repaired and in good working order. The flowers for the front of the building are growing nicely in the indoor greenhouse. Neil is to turn on the fountain in front of the library.

#### **G. NEW BUSINESS –**

1. Annual Review of Director – At this time the chairman stated that the Board need to go into closed session as per State Statute 19.85(1):19.85(1)(c) considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises to discuss the annual library director evaluation. **A motion was made by Johnson to go into closed session at 5:45pm, 2nd by Waltz, Motion carried.**

At 6:05 Kevan made a Motion to come out of closed session, 2nd by Waltz, Motion carried.

Kevan and Waltz will give feedback to the Director on Wednesday May 24th.

**Waltz and Berghammer left the meeting at 6:08 pm**

#### **H. LIBRARIAN'S REPORT –**

1. Director's Report – Updates

a. Statistics - numbers keep rising, we now have 4,225 patrons.

b. Food & Wine Tasting Fundraiser - waiting on Chamber for funds raised.

c. Washburn County Library Planning Meeting, date change to be decided.

d. Outreach updates - numbers keep increasing.

e. Events and programs - The Summer Reading program starts next week, with a 15,000 total book challenge for all ages. There will be a candy bar chart marking the progress displayed inside the library. There a many activities planned for the Summer, which can be found on the Library's website or printed newsletter available at the Library.

2. Other reports - There is a staff team fire extinguisher training and other dates to be planned for technical training.

#### **I. FINANCIAL REPORT –**

**2023: TOTAL EXPENDITURES FOR 2023 = \$ 140,881.45**

**TOTAL REVENUE FOR 2023 = \$ 421,025.62**

REPLACEMENTS = \$104.04

LIBRARY DONATIONS= \$ 4888.93

LIBRARY DONATIONS RESTRICTED = \$ 7,350.09

GRANTS = \$ 1,571.41

COUNTY CONTRIBUTIONS = \$ 216,503.12

GENERAL PROPERTY TAXES = \$ 190,000.00

INTEREST OTHER SOURCES = \$ 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 – June 27, 2023 at 5:00 PM**

**K. ADJOURN** - 1st by Kevan, 2nd by Johnson to adjourn the meeting. Meeting adjourned at 6:28pm