

SPOONER MEMORIAL LIBRARY

Board of Trustees Meeting
421 High Street, Spooner, WI
June 27, 2023

MINUTES

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

B. ROLL CALL – Kevan, Bodzislaw, Johnson, Waltz, Gagnon, Clair, Bruce

Absent: Ford, Berghammer, Stone

Clair left the meeting at 5:40pm

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

D. APPROVAL OF MONTHLY VOUCHERS – #66 - # 86 Totalling \$ 14,674.23 Kevan made a motion to approve the vouchers and total amount, 2nd by Johnson. Motion carried.

E. PUBLIC COMMENT – None

F. OLD BUSINESS –

1. The Board and Director combined the 5 minutes futuristic thinking per the Strategic Plan with the Feasibility Study (F. 2)

2. Feasibility Study

a. Continue layout discussions - The Director shared an image from SEH which included the feet from the building to the property line. This is how big the library could be on our lot. The present Square Feet is 5,500. The Director said that this plan from SEH didn't consider the current footprint of the library and was just showing how big of a building can fit on the current lot.

b. Next steps - As the City would like the Library to stay in the current location, the Director will go back to SEH and request a plan to increase the footprint using a rectangle shape, which would eliminate the existing wings and the fountain in the front of the building. This plan should include a basement under the children's section to be used as a mechanical room and storage. With this arrangement, the square footage will be acceptable. The Director will talk to the staff about the internal layout.

G. NEW BUSINESS –

1. Began bi-annual review of Employee Handbook – The Director and Board reviewed Sections Section 1 and 2. The Board will start at Section 3 (Orientation, Training & Continuing Education) at the next meeting. The Director will send the Board Sections 3, 4 and 5 to review prior to the meeting. In the meantime the Director will check the language regarding the school representative (Section 1A).

2. Discussion on current library hours - The Director said staff under age 16 are not allowed to work past 7pm on school nights. The current library hours are Monday -Thursday 8am - 8pm, Friday and Saturday 8am - 4pm. The Board discussed that this would cause the library to lose one hour. Instead the Director proposed to change the Library hours to the following: Monday - Friday 8am - 8pm and Saturday 8 am to 4pm. This will add 4 additional opening hours per week. Johnson made a motion to change the current hours (Mon- Thurs 8am - 8pm, Fri and Sat 8am -4pm) to Monday - Friday 8am - 8pm, and Saturday 8am to 4pm pending recruitment of a part time worker to cover additional hours and some substituting,

this position would be without benefits, Kevan 2nd. Motion carried.

3. **Budget 2023: Discuss revenue** - Act 150 & 420 requests for reimbursements have been submitted per the early July deadline. The Director started discussions regarding the budget. Act 420 numbers are \$600 higher than the previous year. Act 150 requests included an 80% reimbursement request. Last year the County reimbursed an additional amount of funds for Katy's position on the bookmobile. Without these additional funds, there will need to be budget changes. The City would like the budget request in August and a final budget is approved by them in October. The County also approves their final budget in October.

H. LIBRARIAN'S REPORT –

1. Director's Report

- a. Statistics - There are now 4,289 patrons. Last month, the Libby App had 1,702 items checked out and Hoopla had 746 items checked out which were mostly audiobooks and ebooks.
- b. ALA Conference recap - The Conference was held in Chicago this year and the Director gave feedback to the Board. She said it was very beneficial for her to attend and she has come away with some great ideas to apply to our library. The Director has been invited to speak at the National Humanities Conference in October. Her expenses will be paid by Wisconsin Humanities.
- c. Story Walk Fundraiser update - The Library received a discount from the Wisconsin based printing company doing the signs for the storywalk. There has been enough money raised now to pay for all the signs plus a laminator and paper cutter. Part of the funds raised included \$1,000 from the Food & Wine Tasting Benefit.
- d. Washburn County Library Plan - The reschedule meeting took place and some wording changes were made to the plan.
- e. Outreach updates - The Director said that there are some changes coming up with some of the routes, but everything is going well.
- f. Events and programs - The new Newsletter will be ready soon which will list all the upcoming events.

2. Other reports - None

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 – July 25th, 2023 at 5:00 PM Johnson will not be able to attend

K. ADJOURN - 1st by Johnson, 2nd by Waltz to adjourn the meeting. Meeting adjourned at 6:15pm