

SPOONER MEMORIAL LIBRARY

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

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

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

Absent: Johnson, Ford, Stone, Berghammer

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

D. APPROVAL OF MONTHLY VOUCHERS – #87 - #104 Totalling \$14,732.89. Kevan made a Motion to approve the vouchers and total amount, 2nd by Clair. Motion carried.

E. PUBLIC COMMENT – The Director shared a letter that arrived on July 24th from patron Elaine Bell who requested that an outside curbside drop be installed. She explained that it was physically difficult for her to get out of her vehicle to drop off books at the library. The Director phoned the patron and thanked her for the letter and told her that she will look into applying for a grant for installing a curbside drop off box.

F. OLD BUSINESS –

1. As per the Strategic Plan, the Board and Director devoted 5 minutes to futuristic thinking per the Strategic Plan. The Board discussed the possible location of a curbside drop box if the Director could obtain a grant to install one and how snow plowing would have to be considered.

2. Feasibility Study

a. Action – The Director shared an updated plan from SEH which would have a total of 16,290 square feet. This new plan would involve the entire current children's wing being torn down and expanded to 10 feet from the sidewalk (a public hearing is scheduled to permit this) and rebuild with an upstairs program space and meeting rooms. Also included would be a basement for storage, employee workspace and a mechanical room. To reduce costs, there would be no elevator, but rather ramps installed. The siding on the outside would be replaced with material that does not rot. The main floor of the library would be remodeled (but not the recently renovated breakroom) and dedicated to material space, sitting areas, small study rooms, a used book room and staff space.

b. Next steps- There is a City Council meeting on August 28th at 5pm where the 10 foot variance of the sidewalk will be addressed by the Board of Appeal. If approved at this meeting, it will then be passed to the Planning Commission at their next meeting. If the 10 foot variance has a final approval by the City - the Library Board will then vote on approving the new square footage plan at their September meeting. If the new plan is approved by the Library Board, the Director will have Brian from SEH prepare an estimated cost of refurbishing the building. The Director said that the Library has

\$51,000 in their building fund, but no work would commence until the Library has raised the entire amount needed.

3. Continuation of the bi-annual review of Employee Handbook - The Board updated section 1a and 2f and continued reviewing and updating sections 3 (Orientations, Training & Continuing Education) and Section 4 (Specific Work Policy). Waltz made a motion to approve all the amendments made to Sections 1 -4 of the Employee Handbook. 2nd by Clair. Motion carried.
4. Discussion on current library hours - The Director asked to revisit the library hours and requested that the library hours now be:
8am - 7pm Monday- Friday
8am - 4pm Saturday
Kevan made a motion to amend the library hours to 8am -7pm Monday- Friday and 8am - 4pm Saturday, pending hire for the Friday evening hours, Waltz 2nd. Motion carried. The Director will start advertising for help to cover the new Friday hours in August.
5. Budget 2023: Continued discussion - The Director said the budget is in draft form as she is still waiting for amounts from both the County and City and then will need to be discussed further at the August meeting. However she did inform the Board that the County will not be providing the \$20,000 they did last year for Katy's outreach support.

G. NEW BUSINESS –

1. NONE

H. LIBRARIAN'S REPORT –

1. Director's Report

- a. Statistics - There have been more visitors to the library this year than in 2016, but circulation is still not pre COVID.
- b. Outreach updates - figures show that there continues to be a need for Books and Bread, Compassion Kitchen and Care packages.
- c. Events and programs yet to come in July are Books and Bread, an author visit (Patrick Williamson) and Snake Discovery. Then in August there will be a Story Hour, Ukulele lessons, Jake Pine's Scavenger Hunt, Card Club, Bookmark Craft with the Book mobile, Story time, Dungeons & Dragons, Bingo for Books, Lego Club, History Harvest, Buckthorn Brigade, Mischief Makers, Savvy Senior Book Club, Big Truck Party, Farmers Market Story Time, Books and Bread, True Read Book Club, Northwoods Ukulele Festival in Shell Lake and then author visit Gina Ramsey. The details of all the above can be found on the Library's website. You can also pick up a printed copy of the Summer 2023 program from inside the library. There is something for everyone!

2. Other reports - None

I. FINANCIAL REPORT –

2023: TOTAL EXPENDITURES FOR 2023 = \$ 180,876.81

TOTAL REVENUE FOR 2023 = \$ 454,926.63

REPLACEMENTS = \$158.04

LIBRARY DONATIONS= \$ 6,085.32

LIBRARY DONATIONS RESTRICTED = \$ 10,926.21

GRANTS = \$ 30,645.91
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 – August 22, 2023 at 5:00 PM

K. ADJOURN - 1st by Waltz, 2nd by Clair to adjourn the meeting. Meeting adjourned at 5:51 pm.