

SPOONER MEMORIAL LIBRARY

Board of Trustees Meeting
421 High Street, Spooner, WI
October 24th, 2023
MINUTES

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

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

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

D. APPROVAL OF MONTHLY VOUCHERS – #146 - #167 Totalling \$7309.87. 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 devoted 5 minutes to futuristic thinking per the Strategic Plan

The Director shared a print out of a draft copy she is preparing for the Capital Campaign that will be used in the fund raising for the refurbishment of the Library . Various Case Statement ideas were discussed, but nothing decided as of yet. The Director asked the Board to continue to come up with more ideas for the next meeting. The Board also discussed possible organizations to contact for funding.

2. Feasibility Study

a. Update – SEH have completed a site survey, but have not completed the report for the Library. This will be discussed at the next meeting.

3. Continue bi-annual review of Employee Handbook & Policy Manual

a. Handbook: Update to Harassment Policy (Attachment IV)- The Director has contacted the City regarding a possible update of the City Harassment policy. The City will be adopting the City of Spooner Code of Ordinance Harassment Policy Chapters 46 -162. **Johnson made a motion to approve Attachment IV to include City of Spooner Sec. 46-162 Harassment. 2nd by Waltz. Motion carried.**

b. Policy Manual: The Director shared an addition to the Spooner Memorial Library Privacy Policy. **Kevan made a motion to add addition to the Privacy Policy, 2nd by Gagnon. Motion carried and adopted.** A photo policy will be posted at library events moving forward.

4. Budget 2023

a. Approve 2023 Budget - The Director said that she has attended both the City and the County meetings and presented the draft budget to them. The City said that they will give the Library the same amount as last year and the County said they will give 80% reimbursement. The Director presented 2 different draft budgets to the Board, one without a 2% increase of wages for staff, the second to include a 2% wage increase. **Waltz made a motion to approve the 2024 Draft Budget that includes the 2% wage adjustments, 2nd by Johnson. Motion carried.**

G. NEW BUSINESS –

1. Adopt Library Maintenance Checklist - The Director has prepared a maintenance checklist for the intention that a yearly audit be conducted to see what building needs there are. The checklist also includes the companies that the library uses for maintenance. **Waltz made a motion to adopt the Library Maintenance Checklist, 2nd by Bruce. Motion carried and adopted.**

a. Review October 2023 Crack Report - The Director shared the report with the Board. Monitoring of the cracks shows that some cracks have increased in size since April 2023, especially in the Children's section. This is another reason we need a library refurbishment. The Director has sent the report to both the engineer and Bill Marx at the City. She has requested that the City approve a visit from the engineer, but has not heard back.

2. Review Library Team Job Descriptions and Duties - The Director said that the job descriptions and duties have now been updated. This includes details for all staff should there need to be a leave of absence.

3. Approve Community Survey - The Director shared the Spooner Library Community Survey for 2023 with the Board. She said that once approved, she can start sending it out digitally and also have paper copies available. **Johnson made a motion to adopt the 2023 Spooner Library Community Survey, 2nd by Waltz. Motion carried and Adopted.**

4. Approve 2024 NWLS Member Library Agreement - **Waltz made a motion to approve the 2024 NWLS Member Library Agreement, 2nd by Kevan. Motion carried.**

H. LIBRARIAN'S REPORT –

1. Director's Report

a. Team training day, November 30th - the Library will be closed on that day.

b. Statistics - The Library's circulation is the same as last year and should by the end of the year, be higher than last year. The Libby circulation is higher than the last 3 years, Hoopla has an increased circulation and Kanopy has 50 members signed up. There were 4,559 visitors to the Library in September 2023 and is on point to have a higher visitor total than last year.

c. Outreach updates -

Northern Waters have helped with updating the system for the Bookmobile and it is now possible to track all books checked out by Bookmobile patrons. The Bookmobile patrons can also now request items from NWLS online and these can be put on the bookmobile for the designated route stops.

The Director and Kevan reported that at the recent Washburn County meeting they attended, the County said that they were very happy and proud of the Bookmobile and the services offered.

The Director is applying for further grants which will include applying for funding for an outdoor book drop and some parking spaces to be changed to angle parking as well as additional books for the bookmobile and a One Book, One Community read. The grant's focus is on accessibility for individuals with physical disabilities. She has asked Bill Marx at the City to write a letter of support to be submitted with the grants. The ADRC has already provided a letter of support for the grant. The deadline is early December.

d. Events and programs - The Fall Newsletter is now out and available on the Library website and there are printed copies at the check out desk. Some of the upcoming events for the rest of October and November are - Books and Bread, Card Club, Story Hour, Tai Chi, Docu Flicks, Poetry Workshop, Lego Club, Writing Group, Christmas Ornament Craft, True Reads, Dreamcatcher workshop, Savvy Seniors,

Bingo for Books, Glitter Party, Scrabble Game Day. There is something for everyone!

I. FINANCIAL REPORT –

2023: TOTAL EXPENDITURES FOR 2023 = \$ 308,713.99

TOTAL REVENUE FOR 2023 = \$ 461,000.12

REPLACEMENTS = \$ 407.99

LIBRARY DONATIONS= \$ 8,375.05

LIBRARY DONATIONS RESTRICTED = \$ 11,891.93

GRANTS = \$ 30,645.91

COUNTY CONTRIBUTIONS = \$ 216,576.93

GENERAL PROPERTY TAXES = \$ 190,000.00

INTEREST OTHER SOURCES = \$ 2,052.31

SAVING ACCOUNT BALANCES (updated 10/19/23)

LIBRARY SPECIAL BUILDING FUND: \$ 51,750.00

LIBRARY SAVINGS: \$6,966.34

LIBRARY UNDESIGNATED FUNDS: \$ 82,980.91

CARRYOVER RESTRICTED DONATION: \$ 1,000.00

J. NEXT MEETING – Thursday November 16th, 2023 at 5:00 PM

The Board will be meeting earlier in November than the original schedule date (11/28/23)

The change of date in November is to avoid late payment of bills (invoices need to be approved before they can be paid).

Meeting in December is now scheduled for **Tuesday December 19th at 5pm**

Kevan made a motion to approve the two changes in the Library Board Meeting dates for November and December 2023, 2nd by Clair. Motion carried.

K. ADJOURN - 1st by Johnson, 2nd by Waltz to adjourn the meeting. Motion carried. Meeting adjourned at 5:48pm.