

SPOONER MEMORIAL LIBRARY

Board of Trustees Meeting
421 High Street, Spooner, WI
September 26, 2023

A. CALL TO ORDER – Kevan called the meeting to order at 4:00pm

B. ROLL CALL – Kevan, Bodzislav, Waltz, Gagnon, Clair, Berghammer, Stone, Bruce
Absent- Johnson, 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 – #122-#145 Totalling \$7,050.38. Kevan made a motion to approve the vouchers and total amount, 2nd by Waltz. Motion carried.

E. PUBLIC COMMENT – None

F. OLD BUSINESS –

1. The Board and Director devoted 5 minutes to futuristic thinking per the Strategic Plan.

There was discussion regarding how to keep the library running once the library has the funding and the refurbishment starts on the existing building. Lack of circulation of books could affect the library's budget, as part is based on circulation, so the library would most likely have to temporarily relocate during the disruptive building works to offer full services to the community. Various locations were suggested as possibilities.

2. Feasibility Study Update -

a) The Director informed the Board that the Feasibility study is now over. SEH has sent a contract regarding schematic planning for the next stages of the work to be carried out if the Library wishes to continue with them. The schematic planning would include topographic and utility surveys, preliminary demolition plans, building floor plans, ceiling and roof plans, preliminary structural framing concepts, site and landscaping plans and exterior building elevation work. Once all of this is done, SEH would provide a 3-dimension exterior rendering of the building and presentation boards, along with an estimate of the probable cost for the complete refurbishment. The cost of the schematic planning from SEH would be \$47,000. As this is a very large amount, the Director has compared prices with other companies if they were to carry out the same work, but their costs were much higher. The Board discussed that in order to continue with the next steps of refurbishing the library, the donation of \$50,000 that had been put aside for a building fund, could be used to pay SEH for the schematic planning. **Gagnon made a motion to accept the \$47,000 fee from SEH and to sign the contract. Kevan 2nd, Motion carried.**

b) The contract was signed and the Director will arrange payment to SEH.

c) Once the schematic planning is complete the Director and Board will start the capital campaign to raise costs for the refurbishment of the Library, hopefully as early as January 2024.

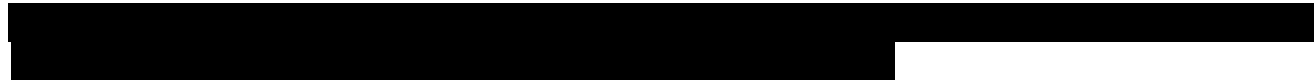
3. Bi-annual review of Employee Handbook - The Director and the Board continued to discuss the handbook. **Kevan made a motion to approve attachments I,II, III,V and VI. Waltz 2nd, Motion carried. Amended and Adopted.** Attachment IV (Harassment) has been **tabled** and the Director will contact the City regarding an updated policy.

4. Budget 2023 update The Director said that the City of Spooner budget meeting was scheduled for September 28th and the Washburn County budget meeting was set for Oct 4th. The Director will present the City with a draft budget that will include an additional \$15,000 request from the City. This additional amount is to cover a possible lower percentage from the County this year, compared to the percentage received last year. Wage increases may not be able to be given this year, depending on the final amount awarded for the budget.

5. New hours recap - The Director said that there has been very positive feedback from patrons regarding the new opening hours at the Library. Also the staff are finding it easier to sub during these hours.

G. NEW BUSINESS –

1. Discussion of staff extended leave – At this time the chairman anticipates going 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. **At 4:50 pm Kevan made a motion to go into closed session, Stone 2nd, Motion carried.**



At 5:05 pm Kevan made a motion to return to open session. 2nd by Waltz. Motion carried.

H. LIBRARIAN'S REPORT –

1. Director's Report

a. Statistics - Director provided the Board with a printout showing all the Library circulation data so far for 2023. Included in the circulation are services offered by Hoopla and Kanopy.

b. Outreach updates

Books and Bread - Feed my People will now only be providing food at one location which is at Church of Nazarene, but will have extended hours there from 10:30 am - 12:00pm. Both the Shell Lake and Spooner Library will split the time at the location, so will remain working as a partnership providing this service.

Circulation - The bookmobile has had 250 books checked out. The staff are working with Northern Waters to find a way to track all books checked out on the bookmobile.

c. Events and programs - The Fall Newsletter will soon be available. Some of the things on offer will be YEP! Bird Crafternoon, Jack O Lantern Fest, and a Fall Costume Party. There will be something for everyone. The Newsletter will be posted on the Library website and printed copies available at the Library front desk.

2. Other reports - The 1st graders from Spooner Elementary School will be visiting the Library this Thursday to get their own library cards and check out books.

I. FINANCIAL REPORT –

2023: TOTAL EXPENDITURES FOR 2023 = \$ 281,273.01

TOTAL REVENUE FOR 2023 = \$ 459,205.91

REPLACEMENTS = \$ 320.99

LIBRARY DONATIONS= \$ 7,721.81

LIBRARY DONATIONS RESTRICTED = \$ 11,891.93

GRANTS = \$ 30,645.91

COUNTY CONTRIBUTIONS = \$ 216,576.93

GENERAL PROPERTY TAXES = \$ 190,000.00

INTEREST OTHER SOURCES = \$ 1,298.34

SAVING ACCOUNT BALANCES (updated 4/20/2023)

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 – Tuesday October 24th, 2023 at 5:00 PM

K. ADJOURN - 1st by Kevan, 2nd by Gagnon to adjourn the meeting. Meeting adjourned at 5:14pm