

SPOONER MEMORIAL LIBRARY

Board of Trustees Meeting
421 High Street, Spooner, WI
December 19th, 2023

MINUTES

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

B. ROLL CALL – Kevan, Bodzislav, Waltz, Johnson, Clair, Stone, Berghammer, Bruce
Absent - Gagnon, Ford (Johnson left the meeting at 5:35pm)

C. APPROVAL OF PREVIOUS MINUTES

1. Kevan made a motion to amend the amount of the vouchers from the previous meeting - numbered #168 - #185 to be increased by \$2055.31 (voucher #185 to read \$5,315.78 instead of \$3,260.47) now bringing the total of the vouchers to \$11,334.34. Waltz 2nd. Motion carried.
2. Kevan made a motion to approve the previous minutes with the approved amended voucher total. Waltz 2nd. Motion carried.

D. APPROVAL OF MONTHLY VOUCHERS – #186 - #200 Totalling \$ 18,317.56. Kevan motioned to approve the vouchers and total amount. 2nd by Johnson. Motion carried.

E. PUBLIC COMMENT – None

F. OLD BUSINESS –

1. The Board and Director used the devoted 5 minutes for futuristic thinking per the Strategic Plan to discuss the possibility having an elevator included in the architecture plans of the renovated library instead of a ramp for accessibility. The Board agreed to investigate having an elevator included in the plans. Also discussed were the benefits of having a shell of a basement that would be used for storage and all the mechanics. In future the basement could be finished to add additional working space if needed.
2. Library Addition
 - a. Schematic design overview - There is an online meeting scheduled for Thursday morning December 21st with the architect, the Director, staff, and board members to view a revised plan.
 - b. Campaign case statement - The Director shared with the Board some suggested statements that the staff came up with. The Board liked a few of them and the Director said to ponder them for the next meeting.
3. Community Survey
 - a. Presentation and next steps - The Director shared the slideshow which she prepared and can be found on the library website. The slideshow is a visual breakdown of what the patrons who participated in the survey thought about the library and the many services it offers to the community. There were many positive comments made and some things to improve on. However, even though most patrons are extremely happy with the library and its services, the overall message is that the community recognises a need for a larger space. The Director and staff have already started addressing areas in need of improvement.

G. NEW BUSINESS –

1. Update to Employee Handbook – The Director explained the need to update the Employee Handbook to reflect the current state Wisconsin Retirement System requirements which were provided by the city to change the eligibility hours from 600 to 1,200. Kevan made a motion to include the Wisconsin Retirement Eligibility Criteria -Section 5, G: Retirement and Section 5, H: Life Insurance in the Employee Handbook. Clair 2nd. Motion carried.
2. Request to move the February meeting date to the week prior than it is normally scheduled

to Thursday, February 22nd, so the Board can approve the Annual Report before the deadline. Kevan made a motion to change the meeting in February from the 4th Tuesday to **Thursday February 22nd**. Clair 2nd. Motion carried.

H. LIBRARIAN'S REPORT –

1. Director's Report

- a. Statistics - Circulation is still increasing at a healthy rate and visits are increased from last year.
- b. Outreach updates - The Director provided a print out of Spooner Memorial Library Food Insecurity Statistics for 2023 which gives a breakdown of numbers served for Books and Bread, and the Compassion Kitchen. The grand total served since 2021 is 13,247. This service continues to benefit those in need.
- c. Events and programs - Still in December is the Stuffed Animal Sleepover (tonight), True Reads, Books and Bread, Nintendo Switch Party and the Team Puzzle Event. The next Newsletter is scheduled to be released January 2nd, 2024.

2. Other Reports - The Director was happy to report only \$1,000 was pulled from the \$50,000 set aside for the building fund to pay SEH for the design work they have done so far. The other \$7,000 was paid for with donation money and money set aside last year for the project.

I. FINANCIAL REPORT –

2023: **TOTAL EXPENDITURES FOR 2023 = \$ 374,484.75**

TOTAL REVENUE FOR 2023 = \$ 465,741.14

REPLACEMENTS = \$ 518.99

LIBRARY DONATIONS = \$ 10,617.48

LIBRARY DONATIONS RESTRICTED = \$ 12,107.44

GRANTS = \$ 32,817.99

COUNTY CONTRIBUTIONS = \$ 216,576.93

GENERAL PROPERTY TAXES = \$ 190,000.00

INTEREST OTHER SOURCES = \$ 2,052.31

CAPITAL OUTLAY REVENUE = \$1,050.00

MISCELLANEOUS REVENUE = \$57.88

SAVING ACCOUNT BALANCES (updated 10/19/23)

LIBRARY SPECIAL BUILDING FUND: \$ 50,279.77

LIBRARY SAVINGS: \$6,966.34

LIBRARY UNDESIGNATED FUNDS: \$ 82,980.91

CARRYOVER RESTRICTED DONATION: \$ 1,000.00

J. NEXT MEETING – **January 23rd 2024 at 5:00pm**

The February meeting will be on Thursday February 22, 2024 at 5:00 PM

Instead of the 4th Tuesday of the month. (This change was approved in Section G.2)

K. ADJOURN - 1st by Kevan, 2nd by Waltz to adjourn the meeting. Motion carried. Meeting adjourned at 5:45pm