

SPOONER MEMORIAL LIBRARY

Board of Trustees Meeting
421 High Street, Spooner, WI
January 23, 2024
MINUTES

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

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

Absent - Ford, Berghammer (Waltz left the meeting at 6:00pm)

Guest- Nick Koverman - The new City of Spooner Administrator

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

D. APPROVAL OF MONTHLY VOUCHERS – #201-#203 Totaling \$ 394.23 for 2023 and #1-#10 Totaling \$16,784.97 for 2024. Kevan made a motion to approve both voucher totals for 2023 and 2024, 2nd by Johnson, Motion carried.

E. PUBLIC COMMENT – The Director introduced Nick Koverman, the new City of Spooner Administrator to the Board. Nick replaces Bill Marx who has now retired. Nick is looking forward to working with the Director and Board and stated the importance of libraries as more than books, but as a community education space. The Board and Director gave Nick a warm welcome.

F. OLD BUSINESS –

1. The Board and Director devoted 5 minutes to futuristic thinking per the Strategic Plan. There was discussion on what local facility could be used to house the library in order for it to keep functioning as normally as possible. It is important to keep circulation high, as the budget funds are based on circulation numbers. There may also be a possibility of the library being able to work out of one side of the present library, while the other is being constructed and then have another part of the collection elsewhere. Some things may still need to be put into storage. The Bookmobile would be put to good use during this time!

2. Library Addition

a. Final schematic design overview - The Director shared the latest floor plans with the Board. The Director said that the architect had made some updates since his last visit. The changes made were to the adult section, which needed alterations to house all the adult books. Members of the Board commented that the plans did not show any seating in the adult section and would need to be added. The Director said that there is some flexibility in the plans to locate some of the adult book stacks elsewhere to accommodate seating in the adult section and will discuss alterations with the

architect.

The Director said the schematic design allows for flexibility of the space in the future, with an unfinished basement and weight bearing floors in the upper level to house books stacks if needed. Also for the basement to have windows which will allow natural light. The Director said when the final tweaks are made to the schematic plan, the next step is the creation of the 3D rendering, which could take about a month or so.

b. Campaign case statement - There was further discussion on choices for the campaign statement. The Board agreed on one, but now the Director will share it with the staff to see if they like it as well. The Director set homework for the Board - to review the Goals for the Capital Campaign to be discussed at the next meeting.

G. NEW BUSINESS –

1. Begin bi-annual review of Library Policies Manual - The Director reviewed with the Board the Mission Statement and Board of Trustee Bylaws. Stone made a motion to approve the amendments made to the Board of Trustee Bylaws, 2nd by Clair, Motion carried. The Director is to check that the wording for Chapter 43 of the Wisconsin Statutes are still current, regarding wording for the Board of Trustee Bylaws Articles.

H. LIBRARIAN'S REPORT –

1. Director's Report
 - a. Estimated 2023 statistics - The Director shared a draft copy of the 2023 Annual Report Summary which showed an increase from the previous year in almost every area of the library services, library collection and patrons. The Director said it has been a Very Good Year, which is wonderful news! There was underspending connected to staffing which will go into the savings account. The Bookmobile is now completely fitted out. The Director will request a special account for the Bookmobile to be set up, to be used for the carry over of the maintenance funds needed for the Bookmobile.
 - b. The Winter 2024 newsletter is now out.
 - c. Summer Reading theme selected – “Books are Magical,” themed after “Harry Potter.”
 - d. Outreach updates - Katy is enjoying making the rounds with the Bibliodragon to the various scheduled routes, but had to add a heated blanket to stay warm.
 - e. Events and programs - Some things to look forward to yet in January are Books and Bread, Winter Birds of Wisconsin and Snap-athon! Upcoming in February are Seed Starting and Early Spring, Tabletop Game Night, Cookbook Club, Docu Flix, Mystery Yarn Contest, Poetry Workshop, Mystery Movie Night Pickup, Valentine Movie & Craft, Lego Club, Movie Night, Savvy Seniors, Books and Bingo, True Reads Book Club, Tai Chi and Books and Bread. There is something for everyone! The Winter Newsletter can be found on the Library website or printed copies are available at the Library front desk.
2. Other reports - Board member Chuck Gangon is stepping down as the City Representative. His last Board meeting will be in March.

I. FINANCIAL REPORT –

2023: **TOTAL EXPENDITURES FOR 2023 = \$ 412,980.19**

TOTAL REVENUE FOR 2023 = \$ 467,364.20

REPLACEMENTS = \$ 523.99

LIBRARY DONATIONS= \$ 11,358.40

LIBRARY DONATIONS RESTRICTED = \$ 12,132.44

GRANTS = \$ 32,817.99

COUNTY CONTRIBUTIONS = \$ 216,576.93

GENERAL PROPERTY TAXES = \$ 190,000.00

INTEREST OTHER SOURCES = \$ 2,846.57

CAPITAL OUTLAY REVENUE = \$ 1,050.00

MISCELLANEOUS REVENUE = \$ 57.88

SAVING ACCOUNT BALANCES

LIBRARY SPECIAL BUILDING FUND: \$ 50,279.77

LIBRARY SAVINGS: \$ 6,966.34

LIBRARY UNDESIGNATED FUNDS: \$ 82,980.91

CARRYOVER RESTRICTED DONATION: \$ 0.00

2024: **TOTAL EXPENDITURES FOR 2024 = \$ 15,390.81**

TOTAL REVENUE FOR 2024 = \$ 3,523.95

REPLACEMENTS = \$ 278.73

LIBRARY DONATIONS= \$ 383.70

LIBRARY DONATIONS RESTRICTED = \$ 50.00

GRANTS = \$ 0.00

COUNTY CONTRIBUTIONS = \$ 2,811.52

GENERAL PROPERTY TAXES = \$ 0.00

INTEREST OTHER SOURCES = \$ 0.00

CAPITAL OUTLAY REVENUE = \$ 0.00

MISCELLANEOUS REVENUE = \$ 0.00

SAVING ACCOUNT BALANCES

LIBRARY SPECIAL BUILDING FUND: \$ 36,168.22

LIBRARY SAVINGS: \$ 6,966.34

LIBRARY UNDESIGNATED FUNDS: \$ 82,980.91

CARRYOVER RESTRICTED DONATION: \$ 500.00

J. NEXT MEETING – Thursday February 22, 2024 at 5:00 PM Date change had been approved at the December 2023 meeting.

K. ADJOURN 1st by Johnson, 2nd by Kevan to adjourn the meeting. Motion carried.
Meeting adjourned at 6:09 pm.