

SPOONER MEMORIAL LIBRARY

Board of Trustees Meeting
421 High Street, Spooner, WI
February 22, 2024
MINUTES

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

B. ROLL CALL – Kevan, Bodzislaw, Waltz, Johnson, Clair, Gagnon, Bruce, Stone
Absent - Berghammer, Ford
Guest - Nick Koverman - City of Spooner Administrator

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

D. APPROVAL OF MONTHLY VOUCHERS – # 11-#28 Totalling \$40,261.02. Kevan made a motion to approve both the vouchers and the total amount, 2nd by Johnson, Motion carried.

E. PUBLIC COMMENT – None

F. OLD BUSINESS –

1. The Board and Director spent the time designated for futuristic thinking per the Strategic Plan discussing the final schematic design of the Library Addition.

2. Library Addition

a. Final schematic design presentation - The Director shared the very impressive 52 page final schematic design showing details of the interior, exterior, and the aerial views. The plans showed a very versatile use of the three level spaces, including the layout of book stacks, computer spaces, meeting rooms, seating areas, a children's play room, a teens area, a puzzle area, a craft room and the staff areas. The plans also showed what the natural lightning from the windows would look like. Also included in the plans is an elevator for accessibility. The total area for the completed building would be almost 18,500 Sq Ft.

The estimated cost of the renovation work is between \$ 10,357,000 and \$11,013,678. The next steps are - SEH will attend a board meeting with their financial person to give advice on how to raise the funds for the build.

b. Campaign case statement - The Board agreed that the statement will be:

'Expanding For Books and Beyond'

c. Review campaign goals - It was decided that an ad hoc committee would be set up to solidify the campaign statement and prepare a booklet.

d. Discuss/approve formation of a Building Project/Capital Campaign Committee - As there needs to be notification of these meetings, Johnson made a motion that the Library can set up a Capital Campaign Committee, 2nd by Waltz, Motion carried. Representatives from the Library to prepare the statement will be the Director, Kevan and Bruce. Next, the Director will reach out to a few members of the community to join the group in preparing a campaign statement, which then will be made into a booklet.

3. Bi-annual review of Library Policies Manual

a. Continue Board of Trustee Bylaws, Article VII, Library Director - Stone made a motion to amend the wording in Article VII to include "Purchases made by the library director from the unrestricted donation account in excess of \$2,000.00 must be approved and/or audited by the Board at a Board meeting," Waltz 2nd Motion carried. Amendment adopted.

b. Begin Patron Policies, Will be discussed at next meeting.

G. NEW BUSINESS –

1. Approve 2024 Annual Report - Waltz made a motion to accept the Annual Report with the correction regarding the Board Members information, Kevan 2nd, Motion carried. Kevan signed

the form and it will be sent out in delivery to NWLS.

2. Approve 2024 Northern Waters Library Network Compliance Agreement - Johnson made a Motion to accept the 2024 Northern Waters Library Network Compliance Agreement, Waltz 2nd, Motion carried.
3. Approve amended Attachment II in Employee Handbook based on auditor's recommendation to clarify Employee Handbook Section III, C5 regarding employee meals during travel. Clair made a motion to adopt the attachment II option 2 with meals paid by employees and reimbursed by the City, 2nd by Kevan. Motion carried. Attachment adopted. As the gratuity and total amounts for meals is different from the City of Spooner's allowance, this item will be reviewed once the City has a discussion on the matter.
4. Bookmobile fueling up procedure - The City auditor's recommendation is to use a credit card instead of gas cards for the bookmobile. The gas cards were originally purchased with grant funds. The Director said that once the gas cards are all used up, the Library will use a Kwik Trip gas card. Katy will continue to keep a mileage log, but then will compile gas receipts and send them to the City for audit purposes. The City created a special line item for carryover funds for the bookmobile. This account will be for replacement and repair of the bookmobile.
5. Discuss/approve formation of Friends of the Library - The Board decided that this was perhaps something that could be considered in the future, once the building work of the renovated Library was Completed. However, they did not want to start a Friends group at this time.

H. LIBRARIAN'S REPORT –

1. Director's Report

- a. Statistics - Annual Report Summary, 2024 - The Director always prepares a monthly summary showing the number of patrons and visitors for the Library, the total of regular books and digital (Libby, Hoopla and Kanopy) items checked out. These numbers have been showing a steady increase. The summary also includes the number of programs and attendees and, for the bookmobile, the number of checkouts and visitors. So far for the 2024 Community Resource Impact - there were 475 individuals impacted, showing that this is still an important service to those in need.
- b. Outreach updates - School events (Math and Reading Night, SMS Steam Night), daycare visit
- c. Upcoming events - Book clubs, Tai Chi, Card Club, Scrabble Club, Cookbook Club, DocuFlix, Poetry Workshop, Teen Powered Lock-In, Lego Club, Eva Apelqvist author/translator visit Stuffed Animal Sleepover, all ages Nintendo Switch Party, Make Music Day (June 21st), The 4th Annual Northwoods Ukulele Festival is scheduled for August 24th and will be held at the Shell Lake Arts Center.

2. Other Reports

- a. Grant, The Library is a recipient of ALA's Libraries Transforming Communities Grant in the amount of \$10,000. This money will be used for an accessible book drop - location to be determined, a community read, and books for the bookmobile.
- b. 2025 Budget, Due to an increase in expenditures and circulation, especially to patrons without libraries in their township, County funding will increase in 2025.

I. 2024: **TOTAL EXPENDITURES FOR 2024 = \$ 76,696.74**

TOTAL REVENUE FOR 2024 = \$ 200,369.48

REPLACEMENTS = \$ 296.73

LIBRARY DONATIONS= \$ 1,908.64

LIBRARY DONATIONS RESTRICTED = \$ 50.00

GRANTS = \$ 0.00

COUNTY CONTRIBUTIONS = \$ 198,144.11

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 + SAVINGS = \$33,027.52

LIBRARY UNDESIGNATED FUNDS ACCOUNT = \$111,678.27

J. NEXT MEETING – March 26, 2024 at 5:00 PM

K. ADJOURN - 1st by Waltz, 2nd by Clair to adjourn the meeting. Motion carried. Meeting adjourned at 6:29pm.