

## **SPOONER MEMORIAL LIBRARY**

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

### **MINUTES**

- A. CALL TO ORDER** – Kevan called the meeting to order at 5:00pm
- B. ROLL CALL** – Kevan, Bodzislav, Waltz, Johnson, Clair, Ford, Koverman, Oja.  
Absent – Stone, Bruce, Berghammer  
Proxy – Kevan is proxy for Bruce
- C. APPROVAL OF PREVIOUS MINUTES** – Waltz made a motion to correct the spelling of a word, seconded by Oja, Motion carried.
- D. APPROVAL OF MONTHLY VOUCHERS** – Kevan made a motion to approve both the vouchers and the total amount, seconded by Johnson, Motion carried.
- E. PUBLIC COMMENT** – None
- F. OLD BUSINESS** –
  - 1. Board Member Updates**
    - a. Welcome Antonett (Annie) Oja to the board as our city liaison
    - b. Michelle Stone will continue another term
    - c. No updates yet on any county board changes
    - d. Board would like to recognize former board member Chuck Gagnon at next meeting
  - 2. The Board and Director used the devoted 5 minutes for futuristic thinking** per the Strategic Plan to discuss new potential partners for the Library. After suggesting organizations such as Lakeland, Embrace, Family Resource Center, and ARDC, it appeared that all these were partners already. The Forest 'Log a Load' event was suggested, which is not a partner.
  - 3. "Expanding for Books and Beyond"**
    - a. Capital Campaign Committee report – The Committee discussed goals for the Capital Campaign. There is not a dollar amount set for this yet. The structure of the committee and the possibility of a sub-committee were also part of the discussion.
    - b. SEH has sent Lumien images of the Library design – These will be available to view at the next meeting. At this time there are a few errors in the images and changes are needed.
  - 4. Bi-annual Review of Library Policies Manual**
    - a. Motion made by Johnson to approve Censorship policy Pursuant to Wisconsin Statue 106.52 as well as updates to the Internet Policy, seconded by Kevan, Motion carried.
  - 5. Annual Report Archives** – Motion made by Oja for Library to request services of Leslie Bruce for obtaining archival information, unless fee of Bruce is greater than that of Bob Rettammel, in which case the Library would request said services from Rettammel, seconded by Johnson, Motion carried.
- G. New Business** –
  - 1. Election of Officers** – All positions remain the same. Kevan nominated herself as a proxy for Bruce, Johnson seconded, approved. Waltz nominated herself as vice president, Ford seconded, approved. Kevan nominated herself as president, Ford seconded, approved.

2. Crack Report – Changes have been minimal, and reports can move to every other year. The wall is stable, and is not a load bearing wall. A full report is available, which concludes that the wall is safe.
3. Capital Campaign Support – The company ‘Crescendo’ is recommended by Koverman for assisting with the Capital Campaign. Since this company is at client capacity, however, it is recommended that the company ‘BrandRaise’ be used instead. This company was started by Brianna, who is a former employee of Crescendo. Brianna worked on the Story Builder campaign at the Eau Claire library. BrandRaise has three phases of capital campaign, but it is not necessary to commit to more than one phase. Phase 1 is the Capital Campaign Readiness Survey. The fee for Phase 1 is set at \$29,000 total, with no other costs. Payment for this fee would be about \$20,000 from the building/savings fund with the rest coming from the undesignated fund. Using a company can save money in the long run, especially when considering the 10% contingency when planning for the rise of building cost over time. In Phase 1, stakeholder interviews are conducted in the community to determine how they can support the campaign. This support can be in terms of time or money. The director negotiated adding grant writing, specifically for the upcoming facilities grant, into the contract. BrandRaise has agreed to write that grant for the library at no additional cost. Another company estimated the grant writing fee alone being at \$20,000. Ford made a motion to go to Phase 1 of the BrandRaise Campaign Support, Kevan seconded, Motion carried. Kevan will sign contract today for Phase 1 to proceed. Kevan made a motion to add Voucher #67 for \$10,000 to monthly vouchers, Ford seconded, Motion carried.

#### H. Librarian’s Report

1. Director’s Report – There are a number of volunteers at the library. This includes the people who lead Ukulele Fest, presenters of story hour, and the adult program volunteers. Katy visited 53 business to raise funds for summer reading, and now the funds are beginning to come in. The Story Walk will be installed soon.
2. Other Reports – The Library was award the \$1,000 AODA grant. \$500 will go toward the petting zoo and \$500 will go toward books for summer reading.
3. The Libraries Transforming Communities Grant – The new book drop is at the city. Several partnerships have been made with individuals/organizations who work with the disabled community as well as with individuals from the disabled community. Books for the community read portion of the grant are available at the front desk.

#### I. FINANCIAL REPORT –

2024: **TOTAL EXPENDITURES FOR 2024 = \$154,284.54**

**TOTAL REVENUE FOR 2024 = \$405,155.43**

REPLACEMENTS = \$343.72

LIBRARY DONATIONS = \$3,909.04

LIBRARY DONATIONS RESTRICTED = \$3,013.14

GRANTS = \$10,000

COUNTY CONTRIBUTIONS = \$198,644.11

GENERAL PROPERTY TAXES = \$190,000.00

INTEREST OTHER SOURCES = \$808.56

CAPITAL OUTLAY REVENUE = \$0.00

MISCELLANEOUS REVENUE = \$0.00

**SAVING ACCOUNT BALANCES**

LIBRARY SPECIAL BULDING FUND & SAVINGS: \$24,673.23

LIBRARY UNDESIGNATED FUNDS: \$82,980.91

CARRYOVER RESTRICTED DONATION: \$500

**J. NEXT MEETING** – May 28, 2024 at 5:00 PM

**K. ADJOURN** - 1<sup>st</sup> by Kevan, 2<sup>nd</sup> by Waltz to adjourn the meeting, Motion carried. Meeting adjourned at 6:07 PM .