

SPOONER MEMORIAL LIBRARY

Board of Trustees Meeting
421 High Street, Spooner, WI
March 26th, 2024

MINUTES

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

B. ROLL CALL – Kevan, Bodzislav, Gagnon, Waltz, Johnson, Clair, Stone, Bruce
Absent - Berghammer, Ford

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

D. APPROVAL OF MONTHLY VOUCHERS – #29 - #47 Totalling \$16,368.00. 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 used the devoted 5 minutes for futuristic thinking per the Strategic Plan to discuss expanding The Library of Things. Various items that were suggested to add to the collection were - mechanical tools, a record player and records, a CD player and a DVD player. We could 'Showcase' some of the items such as the knitting needles to offer a workshop, offer a cake decorating workshop using cakes that have been baked in some of the cake tins from the collection. We could have a 'Try before you Buy', which would include things such as Insta Pots. We could also ask for specific items to be donated to The Library of Things.

2. "Expanding for Books & Beyond"

a. Campaign Committee Status and Updates - Both Henry Elling and Marco Vincent joined the meeting via a Zoom link. Henry is the financial person from SEH and gave advice on how to raise funds for the build and Marco is the architect that designed the schematic library plan.

Henry shared 3 financial grant suggestions that are most likely to be successful:

- 1) CDBG - Grant program for public buildings - either new construction or expansion. This application needs to include final plans. The timing of this grant would probably not work, but it is worth considering.
- 2) USDA Community Facilities Programs - offers grants to develop or improve essential public services in rural communities. The deadline for the grant cycle has already passed, but could be looked into in the future.
- 3) Flexible Facility Funding - This is a brand new and not rolled out yet. The emphasis is providing digital connectivity to rural areas where people who could not work/learn from home due to lack of internet and to provide a place for people to come and have access. There is a \$ 4.2 million maximum award. Completion of the project would have to be by November 30, 2026.

Next steps - Henry suggested writing letters to legislators for support of our project.

Marco said to look for corporate businesses that are linked to the community for fundraising. Also to have a kick off event that would feature plans and estimated costs.

b. Campaign Committee Status - 1st Meeting is to be held on April 1st at the Library.

c. Other Updates - The Library Spring Newsletter will be coming out later this week and will include the building update, including the schematic design.

3. Bi-annual Review of Library Policies Manual

a. Begin Patron Policies - After reviewing the Patron Policy, the Board did not make any changes to it. However, regarding the section on Censorship - the Director will investigate if there are any State Statutes that the Library needs to be in compliance with. The Director will give

Feedback at the next meeting.

G. NEW BUSINESS -

1. Review Staff Wages - At this time the Chairman requested to go 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 potential staff wage increases. Roll call - all yeses - The Board went into closed session at 5:55pm.

At 6:20pm Johnson made a motion to come out of Closed Session, 2nd by Kevan, Motion carried. Kevan then made a motion of the three options, to go with option 3. 2nd by Waltz. 6 were in favor, 1 opposed. Motion passed.

Johnson pointed out that in future the Director should not share Information with staff prior to the closed meeting. The Director said that she had shared information with staff as she wanted transparency regarding wages, but apologized and agreed in future, she will not share matters with staff prior to a closed session with the Board.

2. Director's request to visit UW Madison Archives to obtain copies of older annual reports. It was decided that the Director will inquire into the cost of having a researcher recommended by UW Madison Archives obtain the annual reports.

H. LIBRARIAN'S REPORT –

1. Director's Report

- a. Libraries Transforming Communities Grant Updates - The Outdoor Book Drop has been obtained and the City will install it on the corner of High Street and the alley on the South side of the library. The City will pour a slab of cement for placement. The Library is partnering with ADRC and other individuals with a Community Read and community conversation. The title of the book is 'Disability Visibility'. The grant for this book was from ALA (American Library Association).
- b. ADA Picnic Table in memory of Karie Masters, Spooner Women's Club - The picnic table has been ordered and will include a space for a wheelchair.
- c. Statistics – Circulation, Overall, Food Insecurity. - The Director provided an update.
- d. Outreach updates – Bookmobile, Story Walk, 4K School Event, Daycare Visit. The Story Walk will be updated in April.
- e. Events and programs – Spring Newsletter should be coming out this week.

2. Other reports -

- a. It was Chuck Gagnon's last meeting as he is also stepping down from the City Board. The Director and the Board thanked him for his dedicated service on the Library Board.
- b. Restricted donation funds have come forth to support the Ukulele Festival. Other memorial funds will cover the rest of the cost of the performers.

I. FINANCIAL REPORT –

2024: **TOTAL EXPENDITURES FOR 2024 = \$ 116,263.80**

TOTAL REVENUE FOR 2024 = \$ 393,533.45

REPLACEMENTS = \$ 303.73

LIBRARY DONATIONS= \$ 3,535.61

LIBRARY DONATIONS RESTRICTED = \$ 1,050.00

GRANTS = \$ 0.00

COUNTY CONTRIBUTIONS = \$ 198,644.11

GENERAL PROPERTY TAXES = \$ 190,000.00

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 – April 23, 2024 at 5:00 PM (Bruce will be absent)

K. ADJOURN - 1st by Waltz, 2nd by Kevan to adjourn the meeting. Motion carried. Meeting adjourned
At 7:00 pm