

## SPOONER MEMORIAL LIBRARY

Board of Trustees Meeting  
421 High Street, Spooner, WI  
May 6, 2024

### MINUTES

- A. **CALL TO ORDER** – Kevan called the meeting to order at 10:30am
- B. **ROLL CALL** – Bodzislav, Kevan, Waltz, Johnson, Clair, Ford, Stone, Berghammer  
Absent – Bruce, Oja  
Attendees – Nick Koverman, Kelly Schmidt, Brianna Pyka, Kelly Wittman
- C. **APPROVAL OF PREVIOUS MINUTES** – None
- D. **APPROVAL OF MONTHLY VOCHERS** – None
- E. **PUBLIC COMMENT** – None
- F. **OLD BUSINESS** – None
- G. **New Business** –
  - 1. Capital Campaign Readiness Study – Brianna Pyka and Kelly Wittman from BrandRaise presented on the Capital Campaign Readiness Study. Pyka and Wittman will be working to set strategy and needs of the community as the Board prepares for the campaign. They will ask questions in the beginning in order to develop relationships in the community. The preliminary work will assess the money that is available and will determine if other campaigns or conflicts would hinder this work. There is a Study Committee meeting later today.
    - a. Study Summit – This is June 4 and will last all day. Interviews last 45 minutes to one hour each with focus groups as well. From this, a draft will be created over the next 3 ½ weeks. A 40-60 page report from BrandRaise will be presented to Bodzislav and Kevan, and then will be presented to the Board and the Campaign Committee. From this report it will be determined what the next stage of the campaign should be.
    - b. Introduce Campaign Letter – This will be sent to people of influence and affluence within our community. Could include corporations within Washburn County towns, local contacts, etc.
    - c. Mini Case Study – This will focus on the math, based on our plan from SEH. Each element of cost and when it will be charged will be articulated. This is the *who, what, where, when, why* of the Campaign.
    - d. Press Release – A rough draft of the press release was reviewed and errors were corrected. The press release will go out shortly. There will be an online survey and press release linked to the Library webpage.
  - 2. Roth IRA Beneficiary – An IRA of approximately \$53,000 was left to the Library. A vote to claim this and a signature from Kevan are both necessary for claiming the IRA. Although the Library could claim the IRA, the proper method would be to form a Foundation and go through that. The formation of a Foundation would make it possible to accept stock donations in the future as well. There is a possible fee for creating the Foundation. Also, a placard to recognize Ann Reese will go in the new library to honor her and her donation.
  - 3. Library Foundation – This process could take six months, based on information from a neighboring library system. Step one will involve articles of incorporation. Most foundations use Inc. Step two involves creating bylaws. Once recognized as an entity, then can go for tax exempt

status. There will be no compensation for the board. We may need to look at bonding for the treasurer, which would be an extra cost.

- a. Motion made by Stone to start a library foundation and wait to withdraw the IRA donation until the foundation is in place, but, if need be, the IRA can be withdrawn with Board approval. Motion seconded by Johnson, motion carried.

**H. LIBRARIAN'S REPORT – NONE**

**I. FINANCIAL REPORT – NONE**

**J. NEXT MEETING – MAY 28, 2024 AT 5:00PM**

**K. ADJOURN – 1<sup>st</sup> by Kevan, 2<sup>nd</sup> by Johnson to adjourn the meeting. Motion carried. Meeting adjourned at 11:33am.**