

SPOONER MEMORIAL LIBRARY

Board of Trustees Meeting
421 High Street, Spooner, WI
May 28, 2024
MINUTES

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

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

Absent: Berghammer

Clair left the meeting at 5:30pm, Ford and Oja left at 5:47 pm

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

D. APPROVAL OF MONTHLY VOUCHERS – # 68 - #92 Totalling \$12,630.89. 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. There was a suggestion of having Blind Dates with books on Valentine's Day where you could pick up a mystery book along with a bar of chocolate (instead of or in addition to the movie in a bag for families). There was also a discussion on various fundraising ideas, one was a chair fundraiser where people would purchase a piece of furniture for the renovated library, a golf fundraiser, and a wine walk around downtown businesses. Another idea was to have a Cashometer (like a thermometer) on the outside of the library building updating the amount raised.
2. “Expanding for Books & Beyond”
 - a. SEH Lumien Images Preview - The Director informed the board that SEH had to alter the roofline to accommodate the height of the elevator, the new plan reflects this. Also the updated images show the actual amount of garden space and more details. SEH has done an estimated calculation of operating costs for the renovated building which could be \$50,000 more a year. A conversation will need to be had with the City and the County in the future regarding this matter.
 - b. Campaign Readiness Study Update - is underway and the Director, with recommendations from 9 community members, has been reaching out to patrons, business owners, City and Washburn County Board members, and other people of influence and affluence in our area. All will be invited to a Study Summit on the Capital Campaign Readiness. The Study Summit will be conducted by the marketing group BrandRaise at City Hall on June 4th - appointment times starting at 8:00 am to 5:55 pm will be set for various interviews and focus groups. The Library Board members will also be involved in the Study Summit. From information gathered, BrandRaise will prepare a final report by the end of July, before the application for the Flexible Facilities Program Grant is due. BrandRaise will write up the grant as agreed in the contract. The Director also said that there have been 100 responses to the Library Public Survey.
 - c. Flexible Facilities Grant Update - Marie from BrandRaise, and the Director, are working on a strong case for us and have collected a lot of the data needed for the grant application. Also T.J. Electric will give estimates of cost of cables installation and Tony, the IT person from Northern Waters, will get pricing for equipment. At the moment the library is at 50 Mbps internet connectivity using wireless extenders, but the award of the grant would provide the library with direct cables to the building, allowing 100 Mbps connectivity at no increased cost.

Clair left the meeting at 5:30 pm

3. Bi-annual Review of Library Policies Manual - "Collection Development" Policy .
Oja made a motion to approve the updates made to the policy, 2nd by Johnson, motion carried and updates adopted.
4. Annual Report Archives Update – The Library now has a complete history of its circulation from 1916 to 2023. The Director shared a printout graph representing the circulation growth over the years. The missing years were provided by an archivist at UW Madison Archives at the cost of \$158, and took less than 8 hours to compile, a considerable saving of time and money if the Director were to have gone to Madison to conduct the research herself for the missing data. The printout records the circulation drop during COVID and also the start of ebooks in 2013.

Ford and Oja left the meeting at 5:47 pm

G. NEW BUSINESS –

1. Annual Review of Director – At this time the chairman stated the Board needed 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 the annual library director evaluation. **Roll call - Kevan, Waltz, Johnson, Stone and Bruce were taken at 5:48 pm. All approved to go into closed session.**
At 6:08 pm Kevan made a motion to come out of closed session, 2nd by Johnson, motion carried.
Kevan and Waltz will set up a time on Wednesday May 29th to give feedback to the Director.

H. LIBRARIAN'S REPORT –

1. Director's Report
 - a. Statistics - Both book and e-book circulation shows a higher increase this year. Kanopy is not as popular but Hoopla use is growing, both are free resources to patrons.
 - b. Upcoming events in June - Summer Reading begins on June 1st with the theme this year being 'Books are Magical', Victoria Houston Author visit, Books with Banjo, Adult Craft Program, Cookbook Club, Counted Cross Stitch for Teens, Story Hour, Stuffed Animal Sleepover, Poetry Workshop, Tai Chi, True Reads Book Club, Coffee and Crime Book Club at the Dock Cafe, Savvy Seniors Book Club, Writing Group, Find the Librarian Scavenger Hunt, Learn to Sew for Teens, Wisconsin Lumberjack Tales, Nintendo Switch Party, Magic Mania with Kevin Hall, and the One Book, One Community conversation on June 29th - the book featured is Disability, Visibility. And so much more - all details to be found in the Spring Newsletter which can be found on the Spooner Library website or printout copies are available inside the library at the check out desk. There is something for everyone!
 - c. Outreach updates -
 - a) In May the Bookmobile was at the very popular Big Truck event. Starting in June, the bookmobile will be at the Farmers Market one Saturday per month. Katy has been busy with the bookmobile and visiting local schools spreading the word about Summer Reading. The Story Walk has been updated with the book 'Give Bees a Chance.'
 - b) Food insecurity - There has been a huge increase in the need for this service .
2. Other reports:
 - a) A thank you note for Gagnon was circulated and signed, thanking him for his dedicated service on library board.
 - b) The Outdoor Book Drop has been installed on the South side of the building and is being used daily.

c) Foundation update: Articles of Incorporation have been submitted. Bylaws are being reviewed by attorney Katherine Stewart.

I FINANCIAL REPORT –

2024: **TOTAL EXPENDITURES FOR 2024 = \$ 197,282.39**

TOTAL REVENUE FOR 2024 = \$ 409,881.51

REPLACEMENTS = \$ 543.72

LIBRARY DONATIONS= \$ 5,086.12

LIBRARY DONATIONS RESTRICTED = \$ 3,763.14

GRANTS = \$ 11,000.00

COUNTY CONTRIBUTIONS = \$ 198,679.97

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 BUILDING FUND & SAVINGS: \$ 14,673.23

LIBRARY UNDESIGNATED FUNDS: \$ 82,980.91

CARRYOVER RESTRICTED DONATION: \$ 500.00

J. NEXT MEETING – June 25, 2024 at 5:00 PM

K. ADJOURN 1st by Kevan, 2nd by Waltz to adjourn the meeting. Motion carried. Meeting adjourned at 6:26pm