

SPOONER MEMORIAL LIBRARY

Board of Trustees Meeting
421 High Street, Spooner, WI
June 24, 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

Attendees - Nick Koverman

Absent - Chris Berghammer

Koverman left the meeting at 5:28 pm and Oja left at 6:25pm

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

D. APPROVAL OF MONTHLY VOUCHERS – # 93-#108 Totalling \$26,065.93. Kevan made a motion to approve both the vouchers and 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.

The Board decided to move directly onto discussions regarding the Campaign Readiness Study Results Overview compiled by Brand Raise.

2. “Expanding for Books & Beyond”

a) Campaign Readiness Study Results Overview -

The board discussed the positive factors listed in the Campaign Readiness Study Overview, including the fact that the project is highly supported by the community and the Library is well respected and appreciated. The board discussed various recommendations made by BrandRaise regarding the challenging factors that could have a negative impact on raising the money needed for the library refurbishment. One major concern from the community is that the library would be landlocked and lack green space if the library were to stay in the intended space. The Board and Director then discussed the possibility of alternative locations for the library and also an option to scale down the size of the plan to double the space, instead of triple it (another recommendation from community members that participated in the summit or completed an online survey) due to the cost of building. The Director had prior to the meeting informed both the Board and the City Finance committee of these possible locations. The upcoming submission date of the Flexible Facilities Program Grant would need to include a location of the library. The submission date of the Grant is fast approaching and the alternative location of the Library would require the approval from the City of Spooner. All this is pending on the final decision that will be made in Closed Session by the Library Board -G. New Business, Item 1 (a). Another recommendation from the Campaign Readiness study was to review its branding, maybe adding more of a railroad theme. Lastly, BrandRaise recommended decreasing the campaign goal from 6.7 million dollars to 3.5-4.5 million dollars.

b) On Monday July 8th, Brand Raise will be having a summit meeting at the library - first at 11 a.m. with the Study Committee and then at 12 p.m. with the Board to discuss the full report.

3. Bi-annual Review of Library Policies Manual - **Postponed to Next Meeting**

G. NEW BUSINESS –

1. “Expanding for Books & Beyond”

- a. Discuss/Possible Action - At this time the chairperson stated that the Board needed to go into closed session as per State Statute Wis. Stat. § 19.85 (1) (e). Considering the purchase of public property, the investing of public funds or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.

Roll Call was taken at 5:28 pm - Kevan, Waltz, Johnson, Ford, Clair, Stone, Oja, Bruce. All approved to go into closed session.

At 6:04 pm Oja made a motion to come out of closed session, 2nd by Ford. Motion carried.

Kevan made a motion to recommend to the City for the purposes of the grant to go with option 1 which includes item 2 and the right of 1st refusal. **2nd by Johnson. Motion carried.**

The Director has arranged to speak at the City Finance meeting on Tuesday June 25th at 8:15am, (along with any Library Board members who can attend). She will present the City Finance Board with what the board voted on regarding the closed session proposal. The Director will also attend the City Council Meeting on Tuesday July 2nd at 5pm for a final decision.

- b. Discuss/Possible Action - Hiring BrandRaise to Conduct Capital Campaign - It was decided that The Library should hold off on having any additional work beyond the agreed contract carried out by BrandRaise, until the outcome of the grant was determined. If the Library is awarded the grant, then it was decided that it would continue with BrandRaise services. In the meantime, meetings with the volunteer Capital Campaign Committee that has already been established, should continue.

H. LIBRARIAN'S REPORT –

1. Director's Report

- a. Board Vacancy - As Michelle Stone has been hired as library staff to start tomorrow, she is stepping down from the Board. The Director will advertise for a resident of the City of Spooner to apply.
- b. Statistics - There are at present 4,702 current registered patrons of the Library. So far in 2024 there have been 24,093 visitors to the Library. Regular check outs still have not resumed to pre Covid numbers but they are increasing. There has been an increase in e-circulations since the pandemic. There has also been an increase of books being checked out from the Bookmobile.
- c. Upcoming events - Still to come in June is the Counted Cross Switch and Learn to Sew for teens, the Magic Mania Show and on Saturday June 29th the One Community conversation will take place to discuss the book Disability, Visibility. The Summer Newsletter should be out by the beginning of July.
- d. Outreach updates - Katy provides a monthly report to the Director, listing all the activities she has done. The Family Fest was a great success. The book mobile was at the Farmers Market last week and had many visitors. Katy also orders the items for the compassion kitchen - these items are paid for by Feed my People and contributions from local business and patrons.

2. Other reports -

- a) Michelle Stone was thanked by all for being such a dedicated member of the Library Board.
- b) The Foundation has been officially incorporated and has been sent off to the Federal Government for approval of tax exemption. This application fee was \$600. The last Step is for the Director to get the State Tax exemption. There are people already lined up to be on the Foundation.
- c) The June Library Board meeting had previously been scheduled for Tuesday June 25th at 5:00 pm, but due to the tight deadline of submitting information relating to the Flexible Facilities Program Grant to the City Finance committee at their meeting at 8:15 a.m. Tuesday June 25th, the Library President had approved to change the Library Board meeting to Monday June 24th at 5:00pm.

I. FINANCIAL REPORT –

2024: **TOTAL EXPENDITURES FOR 2024 = \$ 247,064.90**

TOTAL REVENUE FOR 2024 = \$ 410,668.97

REPLACEMENTS = \$ 578.72

LIBRARY DONATIONS= \$ 5,813.58

LIBRARY DONATIONS RESTRICTED = \$ 3,788.14

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: \$ 4,673.23

LIBRARY UNDESIGNATED FUNDS: \$ 82,980.91

CARRYOVER RESTRICTED DONATION: \$ 500.00

J. NEXT MEETING – July 23, 2024 at 5:00 PM

K. ADJOURN 1st by Kevan, 2nd by Ford to adjourn the meeting. Motion carried. Meeting adjourned at 6: 38 pm.