

SPoonER MEMORIAL LIBRARY

Board of Trustees Meeting
421 High Street, Spooner, WI
October 22nd, 2024

MINUTES

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

B. ROLL CALL – Kevan, Bodzislaw, Waltz, Ford, Clair, Skoff, Fizel, Bruce

Absent: Johnson, Oja

Attendees: Nick Koverman- City of Spooner Administrator

The Board gave a warm welcome to the new School District Representative Kali Fizel.

C. APPROVAL OF PREVIOUS MINUTES – Ford made a motion to approve the previous Library minutes and the October 10th Capital Campaign Committee minutes, 2nd by Waltz, Motion carried.

D. APPROVAL OF MONTHLY VOUCHERS – #171-#188 Totalling \$7,347.99. Kevan made a motion to approve both the vouchers and the total amount, 2nd by Ford. 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- Kevan recently visited the Library in Ely, MN which had been built 10 years ago and had some very interesting features. She said that there were stained glass windows depicting local history and scenery . Also in the teens seating area they have cafe style booths. The Board members thought stained glass windows incorporating Spooner's railroad history would be a good idea.

2. “Expanding for Books & Beyond”

a. Update from Capital Campaign Committee - The Library did not receive the Flexible Facilities Grant. The overall score was 79/100. The strongest points scored were with the project need and the majority of points lost were due to lack of matching funds. The Director has since reached out to the grantees feedback and found out that the Library would have needed to have scored at least 87/100 to be awarded funds.

b. Grant updates - The Director said that there have been 700 applications to the Federal one billion Digital Equity Grant. Round one of the awards is to be announced in Winter 2024.

c. Pledges - The Library has received an extremely generous pledge to the New Build project of \$500,000. A Thank you note has been sent.

d. The Capital Campaign Committee will work to create a draft pledge form to bring back to the board.

3. Bi-annual Review of Library Policies Manual

a. Discuss/Possible Action on Disaster Policy

b. Discuss/Possible Action on Pandemic Policy

c. Discuss/Possible Action on Adoption of Open Records Policy

The Board discussed all the above policies and updated the Disaster and Pandemic Policies. They also discussed the new Open Records Policy.

Clair made a motion to approve the updated Disaster Policy and Pandemic policies and adopt the Open Records Policy., 2nd by Ford. Motion carried.

4. 2025 Budget - The Director said that County finance committee has approved the Libraries request of 85% reimbursement. It will now need to go in front of the full County Board for final approval in November. Additional funds will allow for an increase of 8 hours for one staff member to take over the role of Youth Services Librarian. Four additional hours will be given to a different staff member to allow for an Assistant Director position. The draft budget included 3% wage adjustments for the team and funding added to the continuing education budget, allowing for staff attendance at various conferences. An increased Hoopla budget was added back in. **Clair made a motion to approve the Draft 2025 Budget for the Library, 2nd by Ford. Motion carried. Draft 2025 Budget Approved.**

G. NEW BUSINESS –

- a. Discuss/Possible Action on Adoption of Email Maintenance Policy (Employee Handbook)
The Director said that this policy is important because of a potential for open records requests. Staff were trained on this policy at the last team training day.
Kevan made a motion to Adopt the Email Maintenance Policy (Employee Handbook), 2nd by Waltz. Motion carried. Policy Adopted.

H. LIBRARIAN'S REPORT –

1. Director's Report

- a. Statistics - The Director said that we still have not reached pre Covid numbers, but we are steadily getting there. Michelle has been working hard to add even more events for people to attend.
- b. Upcoming events - Still to come in October is Story Hour, Books and Bread, Pumpkin Carving/Painting Contest, Fall Costume Party. Events in November are Whitetail Hunter Show, Cook Book Club (Soups and Stews), Story Hour, Poetry Workshop, Puzzle Contest, Author Visit (Pat Williamson), Lego Club, Mischief Makers, Puzzles & Play, Savvy Seniors Book Club, Hooked up Wisconsin (Caleb Wistad), Books and Bingo, Tai Chi, Herbs with Annie, Hunt Hill (Turtles), The Dock Book Talk, Kombucha Class. There is something for everyone! The Fall Newsletter can be found on the Library website and paper copies are available at the front desk inside the Library.
- c. Outreach updates - Staff have been filling in while Katy has been out and continuing outreach programming. There are 4 new volunteers to help out with the Books and Bread at The Church of the Nazarene.

2. Other reports -

- a. Welcome to Library Assistant Nettie Johnson!
- b. There have been two \$500 donations recently made to the Library as well as a \$250 donation.

I. FINANCIAL REPORT –

2024: **TOTAL EXPENDITURES FOR 2024 = \$ 380,149.19**

TOTAL REVENUE FOR 2024 = \$ 416,197.92

REPLACEMENTS = \$ 7331.72

LIBRARY DONATIONS= \$ 8,732.91

LIBRARY DONATIONS RESTRICTED = \$ 4,563.14

GRANTS = \$ 11,000.00

COUNTY CONTRIBUTIONS = \$ 198,679.97

GENERAL PROPERTY TAXES = \$ 190,000.00

INTEREST OTHER SOURCES = \$ 2,490.18

CAPITAL OUTLAY REVENUE = \$ 0.00

MISCELLANEOUS REVENUE = \$ 0.00

SAVING ACCOUNT BALANCES

LIBRARY SPECIAL BUILDING FUND & SAVINGS: -\$ 4,326.77

LIBRARY UNDESIGNATED FUNDS: \$ 111,678.00

CARRYOVER RESTRICTED DONATION: \$ 500.00

J. NEXT MEETING – November 26, 2024 at 5:00 PM (Fizel will be absent)

K. ADJOURN- 1st by Clair, 2nd by Waltz to adjourn the meeting. Motion carried. Meeting adjourned
At 6:10 pm.