

SPOONER MEMORIAL LIBRARY

Board of Trustees Meeting
421 High Street, Spooner, WI
September 24th, 2024

MINUTES

- A. CALL TO ORDER** – Kevan called the meeting to order at 5:00 pm
- B. ROLL CALL** – Kevan, Bodzislaw, Waltz, Johnson, Clair, Oja, Bruce, Skoff
Absent: Ford, Berghammer
Attendees: Nick Koverman- City of Spooner Administrator
- C. APPROVAL OF PREVIOUS MINUTES** – Clair made a motion to approve the previous minutes, 2nd by Oja, Motion carried. Clair made a motion to approve the September 9th Capital Campaign Committee Minutes, 2nd by Waltz, Motion carried.
- D. APPROVAL OF MONTHLY VOUCHERS** - # 152- #170 Totalling \$9,189.87. Kevan made a motion to approve both the vouchers and the total mount, 2nd by Johnson. Motion carried.
- E. PUBLIC COMMENT** – None
- F. OLD BUSINESS** –
1. Board Vacancy – The Director introduced Mel Skoff as the new City of Spooner Board Member, who has been given the approval by the Mayor. The Board gave Skoff a warm welcome!
 2. The Board and Director used the devoted 5 minutes for futuristic thinking per the Strategic Plan
The Director and Board discussed what the green space could look like around the new building - it was agreed that it should include the gazebo and bench from the current library. Also flowers and trees should be planted. The sculpture in the fountain at the current library would somehow be incorporated as an installation piece rather than a fountain, as the upkeep of the sculpture as a fountain has been problematic.
 3. “Expanding for Books & Beyond”
 - a. Update from Capital Campaign Committee - The Director has compiled a FAQs sheet providing information on what is currently happening with the library project. The Director has put the information on the Library Website and also other social media. A paper copy can be obtained at the Library front desk. The Director has also contacted the Spooner Advocate who have written an article about the library and have included the FAQs.
 - b. Grant updates - The Director is still waiting to hear the result of the Flexible Facility Grant outcome - the announcement should be by October 1st and the Director has now submitted The Digital Equity Grant. The Mayor visited the library last week and made the final approval of the application. The award announcement of this Federal Grant is set for Winter 2024.
 4. Bi-annual Review of Library Policies Manual
 - a. Bylaws Article III, Section 3
 - b. Security Camera Policy
 - c. Social Media Policy
 - d. Statement of Complaint Form

All the above policies were discussed and updated . Oja made a motion to approve the updates, 2nd by Johnson, Motion carried.
 5. 2025 Budget
 - a. Updates -a 3 % wage adjustment for the Library staff totalling \$8000 for the 2025 budget was proposed at the last City of Spooner Finance meeting. Nick Koverman the City of Spooner Administrator made the proposal on the Directors behalf as she was unable to attend. This proposal was agreed by the finance committee, but will now have to go to the full City of Spooner Board for further approval. There are currently no other updates on the

City Budget. As far as the budget awarded from the County, there will be a meeting in early October, where the budget for the Library will be discussed and then the final decision made in November.

G. NEW BUSINESS –

- a. The Director and Board discussed signing the agreement with BrandRaise dependent on the Flexible Facilities Grant award. It was agreed that the contract should be signed in preparation of hearing a positive outcome of the Flexible Facilities Grant so that we can move forward with the Capital Campaign immediately. The cost of BrandRaise running the Capital Campaign had been included in the Grant request. **Clair made a motion for the president to sign the BrandRaise contract contingent on the Library receiving the Flexible Facilities Grant, 2nd by Oja, Motion carried.**
- b. The Library Board meeting for December will now be on Wednesday December 18th at 5pm, instead of the usual 4th Tuesday in December which would be Christmas Eve this year.

H. LIBRARIAN'S REPORT –

1. Director's Report

- a. Statistics - The Director said that all numbers are looking good.
- b. Upcoming events - The Autumn Newsletter will be available by October 1st. There is no Jack Lantern Festival this year due to The Chambers of Commerce not having a Director, however the Library will hold various events instead which will be posted in the Newsletter.
- c. Outreach updates - Katy has consolidated the stops for the Bookmobile to make them more efficient and the new schedule will start in November. The 1st Grade Students from the Elementary School and St Francis de Sales School have visited the Library to get their own Library card.

2. Other reports -

- a. Hoopla - With the 2024 budget cuts, the funds usually dedicated for Hoopla have been spent. This line item will go over budget.
- b. The Job Center in Spooner is closing and they have donated two computer desks to the Library. There will be two remote Job Center employees using the library to work on occasion and Katy and other staff are available to help patrons with resume and job search needs on an as needed basis.
- c. Cori has left the library and Michelle has now taken on the marketing role and is planning many exciting things - including a partnership with Hunt Hill.

I. FINANCIAL REPORT –

2024: TOTAL EXPENDITURES FOR 2024 = \$ 349,640.32

TOTAL REVENUE FOR 2024 = \$ 414,048.79

REPLACEMENTS = \$ 693.72

LIBRARY DONATIONS= \$ 7,483.90

LIBRARY DONATIONS RESTRICTED = \$ 4,563.14

GRANTS = \$ 11,000.00

COUNTY CONTRIBUTIONS = \$ 198,679.97

GENERAL PROPERTY TAXES = \$ 190,000.00

INTEREST OTHER SOURCES = \$ 1,628.06

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 – October 22, 2024 at 5:00 PM

K. ADJOURN - 1st by Waltz, 2nd by Clair to adjourn the meeting. Motion carried. Meeting adjourned at 6:06pm.