

SPOONER MEMORIAL LIBRARY

Board of Trustees Meeting
421 High Street, Spooner, WI
December 18th 2024

MINUTES

- A. CALL TO ORDER** – Kevan called the meeting to order at 5:00 pm
- B. ROLL CALL** – Kevan, Bodzislav, Waltz, Johnson, Clair, Skoff, Bruce, Oja
Absent: Ford, Fizel
Attendees: Nick Koverman - City of Spooner Administrator
- C. APPROVAL OF PREVIOUS MINUTES** – Waltz made a motion to approve the November 26th Library Board Minutes and the December 10th Capital Campaign Committee Minutes, 2nd by Clair. Motion carried.
- D. APPROVAL OF MONTHLY VOUCHERS** – #217 - #234 Totalling \$7,741.07. Kevan made a motion to approve both the vouchers and the total amounts, 2nd by Johnson. Motion carried.
- E. PUBLIC COMMENT** – None
- F. OLD BUSINESS** –
1. Futuristic thinking per the Strategic Plan - The Director at this time shared with the Board the results of the 2024 Community Survey. The survey addressed all the services that the Library offers - Reference Services, Customer Services, Library Collection, InterLibrary Loan, Library Policies, Computer & Printing/Scanning/Faxing/Copying Services, Internet Speed, Meeting Room Space and Outreach Services (Bookmobile, events, food services). The Survey was generally very positive with suggestions for improvements - the major concern was a need for more space. The Director has noted areas in which the library can continue to improve. The Survey results can be viewed on the Library Website. The Director said that she plans to continue the Community Survey of the Library every year.
 2. “Expanding for Books & Beyond”
 - a. Update from Capital Campaign Committee - Continued reviewing the case statements - ended with Project Specifics #4. Discussed Naming Opportunities, naming documentation, naming opportunity locations and values and also a naming opportunity policy. No updates of the Digital Equity Grant - an email will be sent to the Mayor who is the contact for the grant.
 - b. Naming Opportunities - The Director presented the Board with a list of areas that would be in the new library and possible amounts that would be required to have the designated spaces and rooms named after the donors. The Library itself could be named after a multi million dollar donor. This list at the moment is very fluid.
 - c. Digital Equity Grant - There still is no news, Nick and the Director have encouraged the Mayor to regularly check his emails. The Director has been checking the portal as well.
 3. Bi-annual Review of Library Policies Manual
 - a. The Director said that a staff member brought it to her attention that specific wording in the policy needed replacing for Cost Numbers to Match (Page 10 and 13, Policy Manual). Oja made a motion to approve the amended wording of \$10.00 or more for replacement costs, 2nd by Waltz. Motion carried.
 4. Move IRA Funds to the Library Building Fund - Both the Director and Kevan have contacted BMO. Kevan was told that the cost of claiming and cashing the donated IRA funds would be \$120. There was a discussion of cashing all the funds and then moving them to the City of Spooner, who will put the funds into the Library’s Building Fund. Kevan will be the signatory on the funds. Oja made a motion for all the

funds to be cashed and then transferred to the City of Spooner, who will deposit it into the Library's Building Fund, 2nd by Johnson. Motion carried. Kevan will contact BMO with the required December 2024 minutes.

G. NEW BUSINESS –

1. Discuss/Possible Action – Director's Request for New Year's Eve to Be a Paid Holiday Effective 2025 - the Board decided to keep this proposal open for further discussion.

H. LIBRARIAN'S REPORT –

1. Director's Report

a. Statistics - Overall there will be higher visits this year than last year, checkouts will be about the same.

b. Outreach Updates - Books and Bread continue to meet a need in our community with the support of Feed My People. There is a new book on the Storywalk - Over and Under the Snow. In partnership with Lakeland Family Center, the Outreach Librarian was at the Santa event on Saturday December 14th which had a special appearance by Mrs Claus (Waltz) who read books with children.

c. Upcoming Events - Still to come in December are The Dock Book Club, Savvy Seniors, Stuffed Animal Sleepover, Tai Chi, Rudolph Party, Cookie Canvas Challenge, F.R.I.E.N.D.S Trivia Night. The Winter Newsletter is almost complete and will be available very soon! There are some exciting events to look forward to!

2. Other Reports

a. AED - The Library now has an AED machine (automated external defibrillator, which is a portable device that can be used to treat a person whose heart has suddenly stopped). The machine was funded by a combination of donations from the Trego Lions club and from other donations to the Library. Some staff have been trained on how to use the device, but in March there will be an all staff training day which will include AED training, CPR, and bloodborne pathogens training.

B. The Library has received further donations totalling \$2,000 for our Building Fund in the last two weeks. Thank you to all those who continue to support our dream!

FINANCIAL REPORT –

2024: TOTAL EXPENDITURES FOR 2024 = \$ 457,084.94

TOTAL REVENUE FOR 2024 = \$ 421,112.81

REPLACEMENTS = \$ 820.71

LIBRARY DONATIONS= \$ 12,315.35

LIBRARY DONATIONS RESTRICTED = \$ 5,806.60

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

BUILDING FUND REVENUE = \$ 500.00

DONATION CARRYOVER REVENUE = \$ 540.00

SAVING ACCOUNT BALANCES

LIBRARY SPECIAL BUILDING FUND & SAVINGS: -\$ 5,565.77

LIBRARY UNDESIGNATED FUNDS: \$ 111,678.00

CARRYOVER RESTRICTED DONATION: \$ 500.00

J. NEXT MEETING – January 28, 2025 at 5:00 PM

K. ADJOURN - 1st by Kevan, 2nd by Oja to adjourn the meeting. Motion carried. Meeting adjourned

at 6:00pm.