

## **SPOONER MEMORIAL LIBRARY**

Board of Trustees Meeting  
421 High Street, Spooner, WI  
November 26th, 2024

### **MINUTES**

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

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

Absent: Skoff, Fizel

Attendees: Nick Koverman - City of Spooner Administrator

**C. APPROVAL OF PREVIOUS MINUTES** – Waltz made a motion to approve the October 22nd Library minutes

and the November 14th Capital Campaign Committee minutes, 2nd by Clair. Motion carried.

**D. APPROVAL OF MONTHLY VOUCHERS** – #189 - # 216 Totalling \$11,222.22. 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 - The Director reported that the Library had received a \$800 donation from Vicki Lyons of Seams Like Quilting in Spooner. The contribution has been used to purchase a sewing machine, sewing desk and threads and accessories. Patrons can book appointment times to use the sewing machine. In the future, when the Library is housed in a new larger and improved building, the sewing machine will be located in the Maker Space. The Library plans to continue partnering with Seams Like Quilting offering sewing lessons to youth. Koverman shared that he had recently had a meeting with Essentia Health and they discussed the need for telemedicine in our area. The Board discussed that we could possibly partner with Essentia Health by providing/sponsoring computers and telecommunication lines in a designated room for this purpose in the new Library building. At present the Book Nook room is being used for telemedicine appointments.

2. “Expanding for Books & Beyond”

a. Update from Capital Campaign Committee -The Library has a Mission Statement, but there is a need for a Vision Statement as well. The Director has formulated a Pledge form - both the Vision Statement and Pledge to be approved by the Board.

b. Grant updates - No updates at this time.

c. Pledge Form - Johnson made a motion to approve the Pledge Form as presented, 2nd by Clair. Motion carried. Pledge Form has been adopted.

3. Bi-annual Review of Library Policies Manual -

a. Vision Statement - The Board discussed the wording for a new Vision Statement. Waltz made a motion to adopt the compiled statement, 2nd by Ford. Motion carried. Vision Statement adopted. It is located in the policy manual.

b. Review Library Bill of Rights - No changes are needed at this time - Stand as is.

c. Review Freedom to Read - No changes are needed at this time - Stand as is.

4. 2025 Budget - The Director informed the Board that the draft budget has changed slightly due to Northern Waters informing her that next year the Library will have to update all of the computers with

the new Windows Office software which will cost approximately \$4000 (The last time this was done was in 2019) . Clair made a motion to approve the 2025 Budget, 2nd by Ford. Motion carried. The 2025

budget has been approved.

## G. NEW BUSINESS –

a. 2025 Northern Waters Library Service Member Agreement - Johnson made a motion to approve

the Agreement, 2nd by Waltz. Motion carried. President Kevan signed the 2025 Agreement and the Director will send the form to Northern Waters Library Service.

b. IRA Funds - the Board discussed whether to move the IRA Funds to the Building Fund to cover a deficit of \$6,000 and for future costs toward acquisition of the old fire hall. It was decided that the Director will contact BMO who holds the IRA fund to find out if there are any penalties on withdrawing the amount. The fund is worth \$58,000 currently. To be discussed further at the December meeting.

c. Board Composition and Terms -The Director provided the Board with the updated terms that are per Wisconsin State Statute. All terms are now for three years. The Director will reach out to DPI for clarification on if the Mayor can terminate the City liaison's appointment if they are no longer on the City board. Also according to Wis. Stat. the School Rep must be approved by both the School District Administer and the City Mayor. The Director has contacted the City for the Mayor's approval of School Rep Kali Fizel, and the item is now on the City Council agenda.

## H. LIBRARIAN'S REPORT –

### 1. Director's Report

a. Statistics - The numbers are still steadily getting to pre Covid numbers for checkouts. This year looks to have similar or higher numbers for checkouts, visits, and program numbers.

b. Outreach Updates - Katy is now able to resume driving the Bookmobile. There has been an increase of people requesting food at Books & Bread and more food have been ordered from Feed My People in time for the Books & Bread event at the Nazarene Church tomorrow, just in time for Thanksgiving. In partnership with Lakeland Family Resource Center, The Boo HaHa event at the Railroad Park on October 25th was very well attended. Katy designed the Christmas Tree the Library sponsored for the Festival of Trees Auction, proceeds go to Lakeland Family Resource Center.

c. Upcoming Events - Yet in November there is Story Hour, Books and Breads (Church of Nazarene) and Sweet Treat Showdown. Coming in December - Cookbook Club (Old Church Cookbook), Story Hour, Annual Christmas Uke Jam, Lego Club, Mischief Makers, Puzzles & Play, Poetry Workshop, Herbs with Annie (Peaceful Herbs), Hunt Hill (Tracks & Scat), Books and Bread (Church of the Nazarene), The Dock Book Talk, Savvy Seniors Book Club, Stuffed Animal SleepOver, Tai Chi, Rudolf Party, Cookie Canvas Challenge and a F.R.I.E.N.D.S Trivia Night. There is something for everyone. The Newsletter with all events and times is available on the Library website and paper copies are located inside the Library at the check out desk.

2. Other Reports - The Director attended the WLA Conference in Green Bay and reported that the conference was very beneficial. Among the programs she attended were dealing with AI in the workspace, the cost of loneliness of people in your community and how Library staff can help them, Regulations regarding Board Composition and Terms and Banning From Libraries. The Director said the Library had no policy in place for displays and programs, AI, and Banning from Library - these are all things to look at in the future.

## I. FINANCIAL REPORT –

2024: **TOTAL EXPENDITURES FOR 2024 = \$ 415,240.75**

**TOTAL REVENUE FOR 2024 = \$ 418,512.39.39**

REPLACEMENTS = \$ 797.71  
LIBRARY DONATIONS= \$ 10,237.93  
LIBRARY DONATIONS RESTRICTED = \$ 5,306.60  
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

**SAVING ACCOUNT BALANCES**

LIBRARY SPECIAL BUILDING FUND & SAVINGS: -\$ 6,076.77  
LIBRARY UNDESIGNATED FUNDS: \$ 111,678.00  
CARRYOVER RESTRICTED DONATION: \$ 500.00

**J. NEXT MEETING** – December 18th, 2024 at 5:00 PM

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