

## SPOONER MEMORIAL LIBRARY

Board of Trustees Meeting  
421 High Street, Spooner, WI  
March 25, 2025

### MINUTES

- A. CALL TO ORDER** – Kevan called the meeting to order at 5:00pm
- B. ROLL CALL** – Kevan, Bodzislaw, Waltz, Johnson, Clair, Oja.  
Absent – Bruce, Skoff, Ford, Fizel  
Attendees: Nick Koverman – City of Spooner Administrator
- C. APPROVAL OF PREVIOUS MINUTES** – Kevan made a motion to remove notes about December 2024 vouchers, when the January meeting did not meet quorum, Johnson seconded. Motion carried. Kevan made a motion to approve February Minutes from Board of Trustees Meeting and from Capital Campaign Meeting, Oja seconded. Motion carried.
- D. APPROVAL OF MONTHLY VOUCHERS** – Kevan made a motion to approve February vouchers #35-49 totaling \$6,297.43, seconded by Johnson, Motion carried.
- E. PUBLIC COMMENT** – None
- F. UNFINISHED BUSINESS** –
1. Futuristic Thinking per the Strategic Plan – ‘100 Women Who Care’ will assist in starting Capital Campaign when it begins.
  2. “Expanding for Books and Beyond”
    - a. Update on Acquisition of Fire Hall – Owners of Fire Hall have accepted offer made by the City, and have 30 to 60 days until closing.
    - b. History of Fire Hall – This building has served many purposes over its lifespan, and a binder filled with photos documents this. The new library will commemorate this building in some way.
    - c. Update from Capital Campaign Committee- Case statement is completed
    - d. Philanthropist Letter- A few changes were made to the letter, but its overall mission remains the same
    - e. Grant Update – No grant update. There is a ‘Congressional Directed Funding Request’ that will go through the office of Tammy Baldwin. This will be due by April 6. Also, Nick will take this letter to Chanz Green, who is on the finance committee.
  3. Reminder – Officer Elections in April
  4. Biannual Review of Employee Handbook – Additions/Amendments (Section 2: Terms of Employment, Section 3: Orientation, Training, and Continuing Education). **Motion made by Johnson to approve changes in Employee Handbook, Seconded by Waltz. Motion carried.**
- G. NEW BUSINESS** –
1. Acquisition of Fire Hall – The plan is to have the City purchase the Fire Hall, and the Library will provide the funds. **Motion made by Oja to designate Bodzislaw to seek pledge dollars for acquisition of Fire Hall, seconded by Johnson. Motion carried.**
  2. Assessment of Fire Hall – A structural assessment will be done in order to determine whether the existing building can be remodeled or if a complete rebuild is necessary. No more than \$10,000 will go to this, and the money will come from the Building Fund. Nick will find how long an assessment takes, with the goal to have it complete within 60 days.

**Motion made by Waltz to approve assessment at the appropriate time, seconded by Kevan. Motion carried.**

**H. LIBRARIAN'S REPORT**

1. Director's Report
  - a. Outreach Updates
  - b. Upcoming Events – Spring 2025 Newsletter is now available
2. Other Reports – Library had a training day recently. Staff learned things such as CPR and chemical safety with cleaning products. Library is dementia friendly now, and is now more connected to the City Government.

**I. FINANCIAL REPORT –**

2024: **TOTAL EXPENDITURES FOR 2025 = \$ 85,493.49**

**TOTAL REVENUE FOR 2025 = \$ 446,504.72**

REPLACEMENTS = \$ 140.95

LIBRARY DONATIONS = \$ 1,486.05

LIBRARY DONATIONS RESTRICTED = \$ 1,000.00

GRANTS = \$ 0.00

COUNTY CONTRIBUTIONS = \$ 251,877.72

GENERAL PROPERTY TAXES = \$ 192,000.00

INTEREST OTHER SOURCES = \$ 0.00

CAPITAL OUTLAY REVENUE = \$ 0.00

MISCELLANEOUS REVENUE = \$ 0.00

BUILDING FUND REVENUE = \$ 1,200.99

DONATION CARRYOVER REVENUE = \$ 0.00

**SAVING ACCOUNT BALANCES**

UNDESIGNATED FUNDS ACCOUNT = \$103,644.75

SAVINGS = \$63,487.78

BUILDING FUND = \$33,920.97

RETIREMENT/SICK LEAVE = \$10,000

BOOKMOBILE REPAIR/REPLACEMENT = \$8,078.21

**J. NEXT MEETING – April 22, 2025 at 5:00 PM**

**K. ADJOURN - 1<sup>st</sup> by Kevan, 2<sup>nd</sup> by Waltz to adjourn the meeting, Motion carried. Meeting adjourned at 6:15PM**