

SPOONER MEMORIAL LIBRARY

Board of Trustees Meeting
421 High Street, Spooner, WI
April 22, 2025

MINUTES

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

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

Absent: Clair

Attendees: Nick Koverman- City of Spooner Administrator, Lynn Berger

C. APPROVAL OF PREVIOUS MINUTES – Waltz made a motion to approve the March 2025 Board Minutes and the March 2025 Capital Campaign Committee Minutes. 2nd by Oja. Motion carried.

D. APPROVAL OF MONTHLY VOUCHERS – Kevan made a motion to approve vouchers #50- #72 totaling \$10,487.44, Johnson 2nd the motion. Motion carried.

E. PUBLIC COMMENT – Lynn Berger a member of the public who is a retired librarian was present to enquire whether any Federal cuts to the Institute of Library Services (IMLS) funding had affected cuts to Libraries. The Director said that Spooner Library relies primarily on funding from the City of Spooner, Washburn and neighboring counties and is confident that we will not lose these funds. However cuts to IMLS could mean that the Library could lose some of the services offered by Northern Waters Library Service, WisCat and BadgerLink, having an impact on those who are unable to access the library and depend on online services. Also cuts could mean that Library staff will no longer be granted scholarships funds to attend Library conferences. The Director said that she has posted a public press release on Facebook and posted a copy in the Library. She will also put this information on the Library Website and in the newspaper. She said it is important to advocate for continued IMLS funding, as it plays a vital role in enhancing library services.

F. UNFINISHED BUSINESS –

1. As per the Strategic Plan the Board discussed futuristic thinking. Oja said that the company, Our Family, could help provide donated food products for events at the library.
2. “Expanding for Books & Beyond”
 - a. Update on Acquisition of the Fire Hall - The closing date of the purchase of the building is April 29th. Nick said Insurance for the building will be added to the City policy and they will hold the keys. Once the sale is complete, two separate assessments will be carried out to see if the building is sound for a refurbishment or will need to be torn down. If the building can be saved the City will work on getting the roof repaired.
 - b. Update from Capital Campaign Committee - the Director has mailed out over 30 letters to various foundations and philanthropists.
 - c. Grant Update - No updates at this time.
3. Biannual Review of Employee Handbook – Section 4: Specific Work Policy; Section 5: Employee Benefit. Johnson made a motion to accept all changes made to Section 4 and Section 5 of the Employee Handbook, Waltz 2nd, motion carried. At the May meeting, the Board will look at Section 6: Library Calendar.

G. NEW BUSINESS –

1. Election of Officers - No new names were put forward and all positions remain the same for President (Kevan), Vice President (Waltz) and Secretary (Bruce). Waltz nominated Kevan for President - Kevan accepted. Bruce nominated Waltz for Vice President - Waltz accepted. Waltz nominated, Bruce for Secretary - Bruce accepted. All were unanimously elected.

H. LIBRARIAN'S REPORT –

1. Director's Report

- a. Outreach Updates - Katy continues with the Bookmobile routes and orders the food for the Compassion Kitchen. She also runs the Savvy Seniors book club and attends Story hours at Cradles to Crayons and Head Start. She also continues to work with Job Help with NWCEP.
- b. Circulation is up and holding steady.
- c. Nicki took over the Teen and children's programme and is working in partnership with the Oak.
- d. Upcoming Events - Still to come in April : Books & Bread (Church of the Nazarene), Herbs with Annie, Discovering You, Kitten Shower. Upcoming events in May - Teen VR @the Oaks, Story Hour, Click & Learn, Adult Anime Club, Cookbook Club (Cinco de Mayo), Teen Microgreens, Poetry Workshop, Bingo & Books, Writer's Group, Big Truck Party @WC Highway Dept, Mischief Makers, Author Visit (Mike O'Connor), Tales of Friendship Scavenger Hunt, Savvy Seniors Book Club @ Wellness Center, Tai Chi, Nintendo Switch Party, Teen Paper Planes & Popcorn, The Dock Book Talk @the Dock, Herbs with Annie, Decorate Luminaria Bags for Relay Life, Books & Bread (Church of the Nazarene) and the Summer Reading Kickoff Cat Party. There is something for everyone! The Spring Newsletter can be found on the Library's Website and and printed copies are available inside the Library at the main desk. **The Library will be closed on May 26th Memorial Day.**

2. Other Reports – Team Check-Ins - The Director said that the annual reviews of the staff are in progress and going well. She also encourages an open door policy for her staff, encouraging communication throughout the year.

I. FINANCIAL REPORT –

2025: **TOTAL EXPENDITURES FOR 2025 = \$ 117,073.86**

TOTAL REVENUE FOR 2025 = \$ 447,779.65

REPLACEMENTS = \$ 140.95

LIBRARY DONATIONS= \$ 2,058.25

LIBRARY DONATIONS RESTRICTED = \$ 1,000.00

GRANTS = \$ 0.00

COUNTY CONTRIBUTIONS = \$ 251,877.72

GENERAL PROPERTY TAXES = \$ 192,000.00

INTEREST OTHER SOURCES = \$ 702.73

CAPITAL OUTLAY REVENUE = \$ 0.00

MISCELLANEOUS REVENUE = \$ 0.00

BUILDING FUND REVENUE = \$ 1,217.51

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 = \$10,000.00

BOOKMOBILE REPAIR/REPLACEMENT = \$8,078.21

- J. **NEXT MEETING** – May 27th , 2025 at 5:00 PM . The Director will try to arrange the Board to view the Fire Hall at 4:00pm prior to the meeting. Board members were given a form to complete for the annual evaluation of the Library Director which will take place in a closed session at the next meeting.

- K. **ADJOURN** 1st by Kevan, 2nd by Waltz to adjourn the meeting. Motion carried. The meeting adjourned at 5:45pm.