

# **SPOONER MEMORIAL LIBRARY**

Board of Trustees Meeting  
421 High Street, Spooner, WI  
May 27, 2025

## **MINUTES**

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

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

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

**D. APPROVAL OF MONTHLY VOUCHERS** – Kevan made a motion to approve vouchers #73- #101, totalling \$15,633.32, Johnson 2nd. Motion carried.

**E. PUBLIC COMMENT** – None

### **F. UNFINISHED BUSINESS** –

1. Futuristic thinking per the Strategic Plan- The Director and Board discussed purchasing some accessibility furniture, which would include chairs with arm rests and washable padding, a lift chair and outside benches that are higher off the ground with more support. The Director will research grants for accessibility furniture. Fizel also suggested foam stair chair seating for the children's section like they have at the elementary school library - she will send the Director information.
2. "Expanding for Books & Beyond"
  - a. Update on Acquisition of Fire Hall - The closing date of the purchase of the building is now scheduled for June 4th. Next steps - assessments of the building to be organized. Nick Koverman the City Administrator is to give the Library Board a tour of the building on June 6th.
  - b. Update from Capital Campaign Committee - As to regards of letters sent out to various foundations and Philanthropists, the Director has heard back from Bernick's who have a grant opportunity that opens in August. Various authors have said they will give donations in-kind with books. The next Capital Campaign Committee meeting will be July 7th at 10am.
  - c. Grant Update - The Federal Government has decided to terminate the Digital Equity Competitive Grant. The Director is still following up on possible State funding.
3. Biannual Review of Employee Handbook – Section 6: Library Calendar; Section 7: Confidentiality, Email Maintenance. Ford made a motion to accept changes in Section 6 and Section 7 of the Employee Handbook, Clair 2nd, motion carried. At the June meeting the Board will review The Handbook Attachments 1 through 5.

### **G. NEW BUSINESS** –

1. Annual Review of Director – **At 5:23 pm Kevan called for a Closed Session**, as per State Statute 19.85(1):19.85(1)(c) considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises to discuss the annual library director evaluation. **Bruce took Roll Call in favor of going into Closed Session - vote was unanimous in favor.**
2. Reconvene Into Open Session. **At 5:40 pm Kevan called to end the Closed Session. 1st by Oja, 2nd by Ford. Motion carried.** Kevan and Waltz will give feedback to the Director regarding her evaluation at a date to be arranged.
3. Term Expiration – Chris Bruce's Library Board Term Expires June 30<sup>th</sup>. Bruce has accepted another term and the Director will seek the Mayor's approval.
4. The Director requested authorization and approval of the Board to conduct interviews and possibly hire staff family members (teen family members are interested in applying for the upcoming Library

Aide position). The Director stated that if any of the relatives of the staff were to be hired, they would not be supervising them, but rather they would be scheduled to work at different times; mainly in the evening and weekends. Kevan agreed to take the place of the Director while interviewing a member of the Director's family. Oja made a motion to approve the hiring of staff family members, 2nd Johnson. Motion carried.

#### **H. LIBRARIAN'S REPORT –**

##### **1. Director's Report**

- a. Team Check-Ins - The Director has just one more member of staff to complete their evaluation.
- b. Outreach Updates - Katy continues to do story hours at Cradles to Crayons & Headstart. The Seed Library is very popular. It was decided to continue the Book Mobile routes as they are, but to increase communication and awareness to the rural communities. An Outreach survey has taken place to find ways to better the service. The Big Truck event was very popular with approximately 150 attending.
- c. Upcoming Events - Yet to come in May - Decorate Luminaria Bag for Relay for Life, Books and Bread (Church of the Nazarene), Summer Reading Kickoff Cat Party. Coming up in June - there is the start of the Summer Reading Program, Uke Classes, Teen VR @ The Oak, Story Hour, Click & Learn, Book Mobile at the Farmers Market (14th & 21st), Cookbook Club (Crock Pots & Casseroles), Author visit (K.M. Waldvogel), Adult Anime Club, Writer's Group, Mischief Makers, Bookmobile Story Hour at City Park, Global Games with Mr Fun, The Dock Book Talk @ The Dock, Herbs with Annie, Author Ted Rulseh, Savvy Seniors, Tai Chi, Read the Rails - The Great Librarian Hunt, Make Music Day w/Nan, Meet your Adult Cat, Teen Paint and Puppy Chow, Books and Bread (Church of the Nazarene), Stuffed Animal Sleepover. There is something for everyone! The Spring Newsletter can be found on the Library's Website and printed copies are available inside the Library at the main desk.
- d. Summer Reading Program - The Summer Reading program begins on June 1st - the theme this year is Weaving Tales of Friendship. Nicki has been in charge of the fundraising for prizes and events during the program. There has been over \$18,000 given by sponsorship to purchase prizes.

#### **I. FINANCIAL REPORT –**

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

**TOTAL REVENUE FOR 2025 = \$ 447,779.65**

REPLACEMENTS = \$ 201.95

LIBRARY DONATIONS= \$ 2,773.17

LIBRARY DONATIONS RESTRICTED = \$ 2,748.00

GRANTS = \$ 1,000.00

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 = \$ 201,217.51

DONATION CARRYOVER REVENUE = \$ 0.00

##### **SAVING ACCOUNT BALANCES**

UNDESIGNATED FUNDS ACCOUNT = \$103,644.75

SAVINGS = \$63,487.78

BUILDING FUND = \$233,920.97

RETIREMENT/SICK LEAVE = \$10,000.00

BOOKMOBILE REPAIR/REPLACEMENT = \$8,078.21

**J.NEXT MEETING – June 24, 2025 at 5:00 PM (Bruce will be absent)**

**K. ADJOURN** - 1st by Kevan, 2nd by Waltz to adjourn the meeting. Motion carried. The meeting adjourned at 6:05.