

SPOONER MEMORIAL LIBRARY

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

MINUTES

A. CALL TO ORDER – Kevan called the meeting to order at 5:01 pm

B. ROLL CALL – Kevan, Bodzislav, Waltz, Johnson, Ford, Clair, Bruce. Skoff arrived at 5:10. Clair left the meeting at 5:45pm. Absent: Oja, Fizel. Attendees: Nick Koverman- City of Spooner Administrator

C. APPROVAL OF PREVIOUS MINUTES – Ford made a motion to approve the June minutes, 2nd by Waltz. Motion carried.

D. APPROVAL OF MONTHLY VOUCHERS – Kevan made a motion to approve vouchers #124 -#151, totalling \$12,765.16. Johnson 2nd. Motion carried.

E. PUBLIC COMMENT – None

F. UNFINISHED BUSINESS –

1. Futuristic thinking per the Strategic Plan- Waltz had recently visited the Cumberland Library and shared that they had free bags of Spice of the Month, which included a brochure with printed recipes using the spice. She also said that they had binoculars in their Library of Things. It was suggested that we could include binoculars and area hiking maps in our Library of Things.

2. “Expanding for Books & Beyond”

a. Updates - The Director said that she will give tours to staff and Board members who have not yet seen the Fire Hall on the morning of July 31st.

b. Appraisals - Nick Koverman the City Administrator has received the Supplemental Letter Agreement from SEH for the Old Fire Hall Structural Review. Payment would be as a donation from SEH as previously arranged with the City. Johnson made a motion to accept the Supplemental Letter Agreement as stands. Ford 2nd the motion. Motion carried.

3. Biannual Review of Employee Handbook - Attachment IV (Harassment) - Any amendments have been postponed until the City has reviewed their own Harassment Policy, so then the Library can match theirs.

4. Budget 2026 - The Director is looking at other libraries and how they organize their longevity pay, which gives recognition and incentives to staff to stay longer. At the moment the Library only gives additional longevity pay after 20 years of employment. The Library is looking to match the City, which starts longevity pay after 2 years. If the Library were to introduce this extra incentive, it would be as going forward and not to be retroactive. The Northern Water’s grant funds for the Library WiFi Hotspots have come to an end. However, the Library has been offered by the NWLS a large discount for keeping the 2 Hotspots at the cost of approximately \$15.00 each per month. As the hotspots are regularly checked out, the Library will continue to provide them to patrons. There is a 2 week checkout limit, and if not returned the Library will suspend the WiFi connection. The cost of Beanstack was discussed and the Director said that it is a very valuable tool for tracking the Summer Reading Program, assisting staff with the weekly drawings and preparing statistics for the staff. Next year the Library will need to budget for more postage as well.

G. NEW BUSINESS –

1. None

H. LIBRARIAN'S REPORT –

1. Director’s Report

a. Outreach & Program Updates - Katy has brought the Bookmobile to the Shell Lake Beach Bash and Health Fair, The Farmers Market, and Cradles to Crayon Day Care. Katy will also be bringing the

Bookmobile to the upcoming Washburn County Fair. There were 133 who attended Wilbur's Barnival at the Library and 88 attended the Kites and Kittens at the Railroad Park. There is now a Walking Book Club for adults who enjoy walking, reading, and discussing books. In June, 302 used the Books and Bread Program, and 131 used the Compassion Kitchen.

b. Upcoming Events - yet to come in July: Books & Bread (Church of Nazarene), The Dock Book Talk, Herbs with Annie (First Aid), The Bookmobile at the Washburn County Fair and Walking Book Club. Coming up in August is Teen VR (at the Oaks), Story Hour, Click & Learn, Lego Camp, Where's Jack Scavenger Hunt, Adult Anime Club, Cookbook Club (Beat the Heat), Poetry workshop, Charlotte's Tea Party, Snake Discovery, Writer's Group, Mischief Makers, D&D Wisconsin Adventure, Savvy Seniors Book Club (Wellness Center) Tai Chi, Rebus Puzzle Trivia, Author Jim Anderson, Walking Book Club, 5th Annual Ukulele Festival, Books and Bread (Church of the Nazarene), The Dock Book Talk, Herbs with Annie, Teen Book Recycling Crafts and Charlotte's Web Movie. There is something for everyone! Event details can be found on the Website or printed copies are available at the front desk inside the Library. The Library will be closed Labor Day Weekend.

2. Other Reports – The Director attended the 2025 ALA Annual Conference in Philadelphia the last week in June. She gave the Board feedback on the programs she attended which included Library Design and Construction Management, Conquering Self-Doubt, Walking in Library Joy in Turbulent Times, Infant Programming Reimagined, Place Making in Our Communities, Empowering Library Support Staff, Local Government Engagement, Sharing Your Library's Successes So Funders Will Listen, Top Tech Trends, Leading with Emotional Intelligence, Build Your Brand, Build Your Community, and Welcoming Neurodivergent Patrons Into Our Libraries. She also attended one speaker and spoke to library vendors in the Exhibition Hall. The Director reported that the conference was very beneficial and had much useful information she can incorporate into our Library, now and into the future. As the Director's flight was delayed causing her to arrive in Philadelphia in the early hours, her hotel room had been rebooked and needed to get a different hotel, the result of this inconvenience and subsequent reimbursement from the original hotel, saved the Library \$600 in hotel fees.

I. FINANCIAL REPORT –

2025: TOTAL EXPENDITURES FOR 2025 = \$ 409,608.13

TOTAL REVENUE FOR 2025 = \$ 452,879.98

REPLACEMENTS = \$ 201.95

LIBRARY DONATIONS= \$ 3,408.58

LIBRARY DONATIONS RESTRICTED = \$ 3,689.00

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 = \$ 201,236.06

DONATION CARRYOVER REVENUE = \$ 0.00

SAVING ACCOUNT BALANCES

UNDESIGNATED FUNDS ACCOUNT = \$103,644.75

SAVINGS = \$63,487.78

BUILDING FUND = \$58,654.60

RETIREMENT/SICK LEAVE = \$10,000.00

BOOKMOBILE REPAIR/REPLACEMENT = \$8,078.21

J. NEXT MEETING – August 26, 2025 at 5:00 PM

K. ADJOURN - 1st by Kevan, 2nd by Waltz, Motion carried. The meeting adjourned at 5:49 pm.