

SPOONER MEMORIAL LIBRARY

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

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

B. ROLL CALL – Kevan, Bodzislaw, Waltz, Johnson, Ford, Clair, Banker, Skoff, Bruce

Absent: Oja

Attendee: Nick Koverman - City of Spooner Administrator

Skoff arrived late and left the meeting at 6:15 pm.

C. APPROVAL OF AGENDA – Ford made a motion to approve the agenda with an addition to H. New Business, adding line 4. Approval for the Director to attend the National Library Legislative Day in Washington DC, instead of the ALA in Chicago, 2nd by Clair. Motion carried.

D. APPROVAL OF PREVIOUS MINUTES – Waltz made a motion to approve the November 2025 minutes, 2nd by Clair. Motion carried.

E. APPROVAL OF MONTHLY VOUCHERS – Kevan made a motion to approve the vouchers #237- #257, totalling \$7,677.66, 2nd by Johnson. Motion carried.

F. PUBLIC COMMENT – None

G. UNFINISHED BUSINESS –

1. Futuristic thinking per the Strategic Plan - The Director said that CCF Bank has donated \$2,000 to the Library to use for community programs. The funds will be carried over for use in 2026. Kevan suggested a more popular author. Koverman suggested tying an event into the 250th anniversary.
2. Revisit Hotspot Policy - Waltz made a motion to amend the Hotspot Policy to remove the waitlist, 2nd by Kevan. Motion carried.
3. “Building for Books & Beyond”
 - a. Update – Kevan, Bodzislaw, and Koverman met with the Berghammer Construction to further discuss the future library project and the two scenarios in front of the Board - a new construction or remodel of the old town hall with an addition. The construction company was not able to provide a rough cost estimate as they had hoped to, because there are so many unknowns. They did, however, provide valuable feedback. The Board spoke of the importance and responsibility to do their due diligence in determining which direction to go and it was decided that the architectural firm selected will be asked to provide the resources/reports necessary to help the Board make the final decision.

H. NEW BUSINESS –

1. RFQ Interviews –

a) The Director received 8 RFQ responses. The Selection Workgroup will use the QBS Wisconsin guide book to fill out the qualifications evaluation criteria forms, rating each applicant, with a deadline by January 12th. The workgroup will then meet to compare their evaluations and come up with a short-list of 3 firms who will be invited to be interviewed by the Board on January 27th. The Director will inform all the 8 applicants of the date of the interviews, so they can keep the date free in case they are shortlisted. Those not short-listed will be emailed as well.

b) The Director and Board discussed the Interview Invitation letter, which includes the interview objectives and structure, preliminary scope of services, and a Request for Proposal. Bodzislaw will send out the invitation letters to the 3 short-listed firms who will be required to attend in person. The applicants, at their individual interviews, will be requested to provide print outs of their fee proposal for the scope of services that include specific fees listed in the invitation. The goal is for the Board to

choose the top two firms after presentations. All short-listed firms will be notified of the Board's decision by Friday, January 30th. Bodzislav will reach out to the Department of Instruction (DPI) on guidance on whether part of the meeting can and should be held in closed session. To accommodate the duration of the interviews, Kevan made a motion for the time of the January 27th meeting to be changed from 5:00 pm to 12:30 pm, 2nd by Johnson. Motion carried.

2. Set Early February Meeting Date to Accommodate Annual Report Deadline - Ford made a motion to change the February Board meeting to Thursday, February 12th at 5:00 pm, 2nd by Waltz. Motion carried. The Board meetings are usually on the 4th Tuesday of the month.

3. Early Voucher Approval - Bodzislav shared that she spoke with DPI regarding an issue with having to pay the credit card invoice late due to the City only paying invoices twice per month and the timing of the statement availability. DPI told Bodzislav that the Board has the ability to approve early payment of recurring bills, such as the credit card. Kevan made a motion to approve the payment of recurring invoices prior to Board approval if necessary for the timing of City bill payments, 2nd by Waltz. Motion carried.

4. Approval for the Director to attend National Library Legislative Day in Washington DC - The Director applied and was selected to attend National Library Legislative Day (NLLD) in Washington DC on February 25-26th. The director will have an opportunity to speak to Congress members and Legislators as well as learn advocacy skills. The cost of NLLD is comparable to the conference in Chicago in June. Clair made a motion for the Director to attend the NLLD in DC in place of the ALA Conference in Chicago, 2nd by Ford. Motion carried.

I. LIBRARIAN'S REPORT –

1. Director's Report -

a. Circulation and visitor totals are expected to surpass that of last year. Ruby's Pantry has donated \$1,000 to the Library to be used for supplementing the Compassion Kitchen. Items will be purchased to help supplement Compassion Kitchen food offerings. Community First organized a workgroup to plan a rapid response program to quickly address food insecurity should it be necessary. The Winter 2026 Newsletter has just come out, it has many programs and events listed. Copies are available on the Library Website or print outs can be found at the front desk.

b. Outreach Update - Larson had to cancel 4 Bookmobile routes due to the cold weather. The Bookmobile had a dead battery and frozen heater and needed to thaw out overnight in the City garage. Larson brought the Bookmobile to Eau Claire for a heating/cooling installation estimate. Larson continues with Story Hours, Savvy Seniors, Compassion Kitchen, Job Help and Click programs, and her grant writing.

2. Other Reports – Foundation Update - The Website is still being developed. Office supplies have been purchased. White Birch has now come back with a draft layout for the receipt books. Bodzislav has set up a Zeffy account for online giving.

J. FINANCIAL REPORT – Bodzislav let the Board know that recent undesignated donations have been placed in the Building Fund.

2025: TOTAL EXPENDITURES FOR 2025 = \$ 560,378.62

TOTAL REVENUE FOR 2025 = \$ 671,980.60

REPLACEMENTS = \$ 374.41

LIBRARY DONATIONS= \$ 8,463.01

LIBRARY DONATIONS RESTRICTED = \$ 6,139.00

GRANTS = \$ 1,629.65

COUNTY CONTRIBUTIONS = \$ 251,877.72

GENERAL PROPERTY TAXES = \$ 192,000.00

INTEREST OTHER SOURCES = \$ 1,418.12

CAPITAL OUTLAY REVENUE = \$ 0.00

MISCELLANEOUS REVENUE = \$ 0.00
BUILDING FUND REVENUE = \$ 210,078.69
DONATION CARRYOVER REVENUE = \$ 0.00

SAVING ACCOUNT BALANCES

UNDESIGNATED FUNDS ACCOUNT = \$103,644.75
SAVINGS = \$63,487.78
BUILDING FUND = \$67,497.23
RETIREMENT/SICK LEAVE = \$10,000.00
BOOKMOBILE REPAIR/REPLACEMENT = \$8,078.21

K. NEXT MEETING –January 27, 2026, 12:30 p.m. (Including Architect Interviews)

L. ADJOURN - 1st by Waltz, 2nd by Clair. Motion carried. Meeting adjourned at 6:29 pm