

SPOONER MEMORIAL LIBRARY

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

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

B. ROLL CALL – Kevan, Bodzislav, Waltz, Johnson, Clair, Oja, Bruce

Absent: Ford, Banker and Skoff

Oja left the meeting at 6:22pm

C. APPROVAL OF AGENDA – Oja made a motion to approve the November Agenda, 2nd by Clair. Motion carried.

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

E. APPROVAL OF MONTHLY VOUCHERS – Kevan made a motion to approve vouchers #225 -#236, totalling \$5736.02. 2nd by Johnson. Motion carried.

F. PUBLIC COMMENT – None

G. UNFINISHED BUSINESS –

1. Futuristic thinking per the Strategic Plan - The Board discussed features of libraries that they thought might work for our new library, including a designated quiet room. Johnson said that at the new library we should have low landscape lights to shine on the walkways to improve safety.
2. “Building for Books & Beyond”
 - a. Update - The Director, Kevan, and City Administrator Nick Koverman plan to visit with Berghammer Construction on December 5th to continue the conversation regarding the building project and help gain more insight into their perspective on the feasibility of maintaining part of the Old Town Hall and adding on or building new.
 - b. Request for Qualifications - The Director consulted with IFLS Library System Director John Thompson to create RFQ (Request for Qualifications) letters/memos to send to potential architects for the next stage of the building project. RFQs were sent to 7 architects with a link for the RFQ posted on the webpage for other interested parties. Johnson recommended Bodzislav seek out more requests from local architects, which Bodzislav agreed to do. The deadline for RFQs submissions is December 15th. After that, a selection workgroup will use the Wisconsin QBS (Qualifications-Based Selection) process to narrow down the search to 2 or 3 architects. The selected architects will then be invited for interviews at the January board meeting at which time they will provide a presentation, proposed budget, and answer questions given by the board.
 - c. Project Idea Board - The Director presented an Idea Board that she and the staff have been compiling that included architectural features from other libraries including several libraries that had incorporated parts of the original building with a new add on, history of the Old Town Hall with pictures, and footprint options using Beacon. The Board particularly liked the design of the Williamsburg Public Library in Indiana, which is a one story building and looks like a train depot.

H. NEW BUSINESS –

1. Create temporary Request for Qualification (RFQ) architect selection workgroup - Kevan made a motion to create a work group to review the RFQ for architect selection, 2nd by Clair. Motion carried. The work group will consist of Kevan, Clair, Johnson, Bodzislav, and Bruce.
2. Revisit Hotspot Policy - Johnson made a motion to approve changes to the Hotspot policy, 2nd by Waltz. Motion carried.

I. LIBRARIAN'S REPORT –

1. Director's Report

a. Statistics - There have been more visitors and check outs this year. So far this year there have been 321 programs and activities with a total of 12,526 attendees.

b. Outreach Update - Some of the things Larson has been keeping up with are Job Help and Click visits and educational programs, the Compassion Kitchen, her regular Bookmobile routes, Savvy Seniors Poetry groups and the headstart reading groups. Larson is also working on an accessibility grant that, if awarded, would be used to fix the hearing loop in the library, beef up the bookmobile heating and cooling system, add a wheelchair lift to the bookmobile, and add to the offerings in the bookmobile. The programming team met to create a marketing plan. Bodzislav wrote a \$10,000 grant to support food insecurity efforts.

2. Other Reports –

Foundation Update -A bank account has been opened. Office supplies are to be purchased including a receipt book. A "Giving Tuesday" campaign is in the works.

Digitizing Archives - The Director is waiting to hear back from the Spooner Advocate for approval to digitize material.

J. FINANCIAL REPORT –

2025: **TOTAL EXPENDITURES FOR 2025 = \$ 554,867.19**

TOTAL REVENUE FOR 2025 = \$ 668,071.38

REPLACEMENTS = \$ 201.95

LIBRARY DONATIONS= \$ 8,040.90

LIBRARY DONATIONS RESTRICTED = \$ 5,139.00

GRANTS = \$ 1,000.00

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 = \$ 208,393.69

DONATION CARRYOVER REVENUE = \$ 0.00

SAVING ACCOUNT BALANCES

UNDESIGNATED FUNDS ACCOUNT = \$103,644.75

SAVINGS = \$63,487.78

BUILDING FUND = \$65,812.23

RETIREMENT/SICK LEAVE = \$10,000.00

BOOKMOBILE REPAIR/REPLACEMENT = \$8,078.21

K. NEXT MEETING – Monday December 22, 2025 5:00 pm Kevan had made a motion to change the December meeting from Tuesday December 23 to Monday December 22, 2024 at 5:00 pm, 2nd by Bruce. Motion Carried.

L. ADJOURN - 1st by Kevan, 2nd by Clair. Motion carried. Meeting adjourned at 6:44pm