

SPOONER MEMORIAL LIBRARY
Board of Trustees Meeting
421 High Street, Spooner, WI
April 28, 2020
The board met virtually via Zoom link

A. Meeting called to order at 5:00 pm by Kevan

B. Roll call: Kevan, Bodzislaw, Fabert, Johnson, Waltz, Hopke, Reiter, Bruce, Ford

C. Approval of previous minutes: Motion by Johnson , second by Reiter. Motioned carried.

D. Approval of Vouchers : VOUCHERS # 39 - 46 = \$3,511.18 Motion by Kevan , second by Johnson . Motioned carried.

E. Public Comment - None

F. Old Business

1. Inclusivity Study – Director continued the DPI’s Inclusivity Study with the Library Board, Page 12 on Programming.

Regarding the libraries strategic plan, the director will request an extension on this from Northern Waters, as deadlines have been pushed back.

2. Library’s Response to COVID-19 - The library is following the guidelines posted by the WI DPI on April 24th 2020 for reopening. At present the library is open Monday - Thursday for curbside pickup by appointment. Drop Offs are allowed on Monday and Thursdays into the designated box, the books are then left untouched for 3 days before staff process them. The staff are following all safety precautions with social distancing, using hand sanitizer located at every workstation and wearing masks - new cloths masks are provided each day. The same 4 members of staff are working Monday - Wednesday, on Thursday there are 4

different

staff members. As far as dealing with the public, when patrons request books or items, one member of staff will work on this order from start to finish, initialing, dating and recording to minimize contact. The cleaners are now cleaning 3 times a week with an emphasis on cleaning shared surfaces. At present Merlin libraries will not share books between libraries. The Director shared with the board the website of the WI DPI Guidelines for reopening libraries, which is a living document and work in progress. It will be edited and added to as situations evolve. The website serves as the reference point for changes in orders coming from both the DHS and the Office of the Governor, and addresses the different stages for reopening.

3. New Board Member – Director sent request for Liza Temple to be the library’s new board member and she has agreed to join the board. The Director has sent her name to City Hall for approval at their meeting in May.

G. New Business -

1. The board reviewed the Library Policies – Page 2-4. The Director will clarify a few points of Article 3 Section 5 with Northern Waters before finalizing. Board will continue with page 5 at the next meeting.

H. Librarian’s Report

1. The Summer Reading Program will continue as planned. For the children prizes - \$600 worth of picture books have already been purchased. For the adult prizes, the library will be buying gift cards from local business with funds available. This is an opportunity to give back to our community and thank those businesses who generously support the library.

2. Spring Programs have all had to be cancelled. However the library continues to be innovative and adaptable and looks forward to providing services when allowed. The board thanked the Director and all the staff for their dedicated service during these difficult times.

J. Financial Report

2020: TOTAL EXPENDITURES FOR 2020 = \$ 89,905.59

TOTAL INCOME FOR 2020 = \$ 143,389.64

2020: COPIES = \$ 969.55

REPLACEMENTS = \$ 227.00

UNRESTRICTED DONATIONS = \$ 955.00

RESTRICTED DONATIONS = \$ 11,135.00

GRANTS = \$ 0.00

WASHBURN COUNTY = \$ 110,159.41

CROSS COUNTY = \$ 20,051.73

GENERAL PROPERTY TAXES = \$ 0.00

OTHER = \$ 27.00

J. Next Meeting - MEETING – May 26, 2020 @ 5:00 p.m. via Zoom (link will be available on agenda on website).

K. Adjourn- 6:10 pm, Motion by Kevan , second by Ford . Motioned carried.