

## **SPOONER MEMORIAL LIBRARY**

Board of Trustees Meeting  
421 High Street, Spooner, WI  
August 22, 2017 at 5 p.m.

### **A. Meeting called to order**

Kevan called the meeting to order at 5:03 p.m.

### **B. ROLL CALL**

Kevan, Stohrdahl, Ford, Waltz, Clay, Reiter (arrived after meeting started), Bodzislav

### **C. READING OF PREVIOUS MINUTES**

Motion made by Ford and 2<sup>nd</sup> by Clay to approve the July 25, 2017 meeting minutes. Motion carried.

### **D. APPROVAL OF VOUCHERS #100 – 110 = \$7,120.54**

Motion made by Kevan and 2<sup>nd</sup> by Clay to approve vouchers #100-110 in the amount of \$7,120.54. Motion carried.

### **E. PUBLIC COMMENT –**

Marlene Clay commented on her positive experience at the library with her grandchildren, specifically regarding hunting for fairy doors and the positive staff interactions with her grandchildren.

### **F. OLD BUSINESS**

1. Budget 2018, Part 2 – Motion made by Kevan and 2<sup>nd</sup> by Reiter to approve the 2018 library budget to move it forward to the city with the \$2 raise for the Director after receiving her Master's degree, with the total budget being \$277,607.09.
2. Updating Policy Manual - Cell Phone Policy, Safe Child Policy, and Disaster Policy were updated and will be voted on at the next meeting.

### **G. NEW BUSINESS**

1. Out of state patron complaint in Spooner Advocate regarding Obituaries – Out of state patron complained of the length of time it took for Library Staff to send her obituaries that the library houses on Microfilm. Currently, there is not a staff member that has this job in their job description. It is done on an as time allows basis. The board discussed how to handle out of state requests in the future. A decision was made to have the Director contact the Spooner Advocate to see if they perform this service for out of state people and if they charge for it. The board will discuss this matter in the near future to decide if we should not offer this service to out of state patrons, charge for this service for out of state patrons, or designate a new hire if we are given the funds.
2. New staff position – In preparation for the budget proposal to the city, the board discussed the positive impact a new staff position would have on the library and the community, both freeing up current staff to be more efficient and also offering more services to the library as a whole. A position title of Patron Services was discussed.

### **H. LIBRARIAN'S REPORT**

1. Fantasy Corral Petting Zoo had 499 attendees! The Zoo was held from 2-6 p.m. instead of from 10-2 p.m. Patrons voiced an appreciation for a later start time.
2. Family Bike Scavenger Hunt held August 18-21<sup>st</sup> – 16 teams participated with a lot of positive feedback. 49 total people participated, ranging in age from 2 to older adults. Director has plans to do this again next summer.
3. Director will be at Youth Services Development Institute August 27-30<sup>th</sup>, which is intensive training for Youth Services Librarians in Wisconsin. It is held at Heartwood in Minong. Director will give summary to board at next meeting.
4. Short staffed – Director informed board of staff injuries and family accidents that have left the library short staffed or having to utilize more substitute clerks.
5. Upcoming events at SML:
  - 1<sup>st</sup> Monday – Library Lego Club
  - 1<sup>st</sup> Friday – Sensory Friendly Story Time
  - Thursdays @ 6:00-6:45 Thursday Night Children's Program, led by Julia
  - August 31<sup>st</sup> @ 2:00pm – Summer Reading Program ends, final drawing!
  - September – New Newsletter
  - September – 1<sup>st</sup> Grade Library Card Field Trips & Head Start Field Trips
  - September 12<sup>th</sup> @ 6-7 p.m. Human Trafficking Program
  - October 12<sup>th</sup> @ - Jack-O-Lantern Festival Pumpkin Recipe Contest (judging at Noon) and Pumpkin Carving Contest (judging at 11:00 a.m.)
  - October 11<sup>th</sup> @ 6-7 p.m. – Chad Lewis
  - October 17-20<sup>th</sup> – Director @ WLA in Wisconsin Dells
6. Library will be closed September 28<sup>th</sup> because Northern Waters is moving their server from Ashland to Eau Claire. Staff may have a staff development day.

### **I. NEXT MEETING**

September 16<sup>th</sup> at 5pm (will have 1 week earlier since several board members cannot make the normal date).

- J. ADJOURN** Motion made by Waltz, 2<sup>nd</sup> by Ford to adjourn at 6:08 p.m.  
Minutes respectfully submitted by Angela Bodzislav