

SPOONER MEMORIAL LIBRARY

Board of Trustees Meeting
421 High Street, Spooner, WI
August 25, 2020 at 5:00 PM
Meeting held via Zoom

A. Call to order at 5:00 pm by Kevan

B. Roll Call - Kevan, Bodzislaw, Fabert, Johnson, Hopke, Waltz, Temple, Bruce (Ford, Reiter joined late).

C. Approval of Previous Minutes - Motion by Johnson, Waltz second, Motion carried.

D. Approval of Monthly Vouchers #81 - #91 = \$4,900.18 Motion by Kevan, Bruce second. Motion carried.

E. Public Comment - None

F. Old Business

1. Library's Response to COVID-19 – Reopening plan continued. The Director confirmed that the library is now in Stage 5 of Reopening regarding Covid -19. These stages are available on the libraries website and are updated when required. The new hours 8am - 8pm (Monday - Friday) have started and patrons are using the library during these times. There has been very positive feedback with the new Saturday pickups times, resulting in the phone being busier with patrons placing orders for curbside pickups.. The curbside printing container has been implemented along with the pay as you can money box which is being used for contributions towards the cost of the photocopying. The inside area is still closed for sitting except at the computer stations. Magazines can be checked out. The inter library loan outside our area has started and there is a form available on the website for those wishing to use this service. Storytime will continue in September.

a. St. Francis school visits- The students of St Francis School may visit the library, one classroom at a time on curbside only days.

b. Next steps - Kevan suggested that rather than proceed to the next stage of reopening, that we keep it the way it is. Hopke agreed that it would be best to air on the side of caution and proceed methodically at the moment. The board will revisit the plan at the next meeting.

2. Inclusivity Study – Services, continued. The Director went through page 14 of the report regarding Services. It was agreed that the library should look into providing wheelchair accessibility in the computer area. The Director will also research Non English speaking resources.

3. Review Library Policies – Collection Development Policy. The Director went through page 11. The board reviewed criteria for selection and added more criteria for the selection process. Johnson motioned, Ford second. Motion carried.

G. New Business

1. Library's response to support educators, students, homeschool families, & virtual learning families
 - a. Possibly updating hold's policy - With more homeschooling taking place due to Covid-19, the request for the total of books to be put on hold has increased. The board agreed that the library can increase the amount of books put on hold to 20, rather than the current 10. The Director will inform Northern Waters of this change, so they can update their computer system.. More shelving may be needed behind the main desk to accommodate the increased volume of books to be held for patrons.

H. Librarian's Report-

1. Summer Reading Program update – 324 readers signed up (146 kids, 129 adults, 39 teens), 5,719 books read. Director said that fewer people have signed up this year, but more people are being intentional about it, which has resulted in a higher amount of books being read.
2. Programming Update – 1,000 Books program now online, Zoom Story Time continuing into September. Flash kids visit the library at scheduled times and drop off material and come back in a month with new box. Lego online has stopped for now.
3. Sandy Mackie memorial update - The Director is working with the City, which said certain zoning locations have to be adhered to, as far as the location of the gazebo.. A building permit request has been submitted which should be approved. A 10 ft x 10 ft gazebo from Northwoods Outdoors in Hayward has been selected at a considerable discount. The end cost is \$5000 and Northwoods will deliver the gazebo free of charge. The City has agreed to lay gravel for the library. Benches will need to be built for the gazebo and a plaque for Sandy will be installed above the door. Indianhead Credit Union has donated \$1000, which could go towards any extra costs.
4. Incident involving a staff person occurred June 29th, evening. The Director worked with city and Kevan to resolve the matter quickly.

I. Financial Report

2020: TOTAL EXPENDITURES FOR 2020 = \$ 188,504.28

2020: TOTAL INCOME FOR 2020 = \$ 309,531.49

COPIES = \$ 969.55

REPLACEMENTS = \$ 237.00

UNRESTRICTED DONATIONS = \$ 5,640.00

RESTRICTED DONATIONS = \$ 11,435.00

GRANTS = \$ 1,000.00

WASHBURN COUNTY = \$ 110,159.41

CROSS COUNTY = \$ 20,051.73

GENERAL PROPERTY TAXES = \$ 160,000.00

OTHER = \$ 39.00

J. Next Meeting – September 22, 2020 @ 5:00 p.m. via Zoom link

K. Adjourn -6:08 pm Motion by Kevan, Waltz second, Motion carried.