

SPOONER MEMORIAL LIBRARY

Board of Trustees Meeting
421 High Street, Spooner, WI
January 28, 2020

A. Meeting called to order at 5:03 by Kevan

B. ROLL CALL - Kevan, Bodzislaw, Waltz, Clay Johnson, Reiter, Bruce, Fabert, Ford, Hopke

C. Approval of previous minutes- Motion by Reiter, second by Kevan. Motion carried.

D. APPROVAL OF VOUCHERS # 133 – 152 = \$ 13,593.04 ; # 1 - 7 = \$ 1,571.63
Motion made 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. Starting on page 9 (Staffing) question 12 - the Board have now completed Page 9.

2. Budget 2020 – Since the last meeting there has been a small staffing change (Kerry dropping hours, Katy adding hours). Budget has been adjusted accordingly and board needs to vote on amended budget. Amended 2020 Budget was motioned by Kevan, second by Ford. Motion carried.

3. Small Library Strategic Planning Cohort w/ WiLS – The library has been granted the opportunity to participate in a strategic planning cohort. Board discussed where \$1,875 will be taken from and suggestions were made who the additional 3-4 team members should be (Director, plus 1 board member, plus 2-3 additional). Work starts in February, and as discussed previously, the timing is perfect for updating our Long-Range Plan that expires in December 2020. Board voted to take City auditor’s advice and pay for strategic plan out of “other” with the intent to use funds from undesignated funds account should it cause 2020 budget to go over at the end of the year. Approval of cost of \$1,875 paid for out of “other” - motioned by Johnson, second by Ford. Motion carried.

G. NEW BUSINESS

1. Agreements with NWLS – WLA Membership Grant, Collection Development Grant, & the 2020 Merlin Compliance Agreement approved and signed. Motion for approval by Ford, second Waltz. Motioned carried.

2. Annual Report – 2019 Annual Report was summarized by Director. Approval of report Motioned by Johnson, second Ford. Motioned carried. Library had 93,012 circulations (items checked out) in 2019, with an additional 16,252 e-materials checked out. Library visits were at 58,223. Wireless uses increased significantly and were at 11,568 usages. Program attendees and program totals increased as well with program attendees at 8,332 and 277 total programs

happening in 2019 at the library and outside the library during an outreach endeavor. The library hosts 30,467 books, 4,279 dvds, 1,833 audio books, 345 puzzles, etc, and 60 subscriptions. Our e-materials service consists of 213,189 titles. We have 6,536 patrons. Due to staff shortage during the summer we underspent. This money has been moved to our undesignated funds account to be used to pay for retirements and building and other needs.

3. Officer Positions – Board discussed Officer positions to begin in March 2020. Voting for the President, Vice President and Secretary will take place in February. Kevan, Waltz and Bruce have agreed that their names can be added to ballot for February in existing roles, however other board members who were all present, were welcomed to add their names to the ballot if they wish.

H. LIBRARIAN'S REPORT

1. Director's Graduation – The Director has graduated with her Master's in Library and Information Science and now qualifies for the regular grade 1 certification. The Board wholeheartedly congratulated her on this wonderful achievement.

2. Displays – New children's DVD shelves with secured fixed shelves have been installed, along with some display cases. These additions were made possible by generous donations in 2019.

3. Outreach – The Director, Outreach Librarian, and Shell Lake Library staff are working towards a town hall pop up library outreach program to begin in 2020. Katy will also be working on other outreach opportunities in the new year. The purpose of these activities are to increase accessibility for people in townships in Washburn without libraries and to raise awareness of the libraries and its resources. It is hoped that every Saturday, there will be a librarian visiting a variety of townships.

4. Census 2020 – Director and Program Coordinator are planning an all-day Census event for April 1st with intentions of being a place to come to be counted in the 2020 Census. They are working with the City and the Census on this.

5. Donation – The Board was very grateful to hear that the Library will be receiving a significant donation to be put towards non-fiction and special programs, such as authors.

6. Upcoming events at the end of January and during February 2020 at SML – FLASH, Lego Club, History of Dreamcatchers and workshop, Story Hour, Cook Book Club, VaLIONtine Party, Trauma stories - an event for Trauma -Informed Care Month, Buddy Book Club, Brownbag Book Group, Fiction Fledglings Book club (for 3rd graders), and Library Writers Group.

I. FINANCIAL REPORT

2019: TOTAL EXPENDITURES FOR 2019 = \$ **279,001.43**

INCOME FOR 2019 = \$ **282,779.58**

EXCESS MOVED TO SAVINGS = \$ **3,778.00**

2020: TOTAL EXPENDITURES FOR 2020 = \$ **3,875.10**

INCOME FOR 2020 = \$ **129,447.95**

2019: COPIES = \$ 4,281.35
REPLACEMENTS = \$ 918.67
UNRESTRICTED DONATIONS = \$ 5,027.00
RESTRICTED DONATIONS = \$ 4,814.27
GRANTS = \$ 2,346.88 WASHBURN COUNTY
= \$ 108,132.84 CROSS COUNTY = \$
19,007.38 GENERAL PROPERTY TAXES = \$
138,100.00 OTHER = \$ 151.00

2020: COPIES = \$ 332.05
REPLACEMENTS = \$ 111.00
UNRESTRICTED DONATIONS = \$ 0
RESTRICTED DONATIONS = \$ 0
GRANTS = \$ 0
WASHBURN COUNTY = \$ 110,159.41
CROSS COUNTY = \$ 8,835.49
GENERAL PROPERTY TAXES = \$ 0
OTHER = \$ 0

J. Next Meeting- FEBRUARY 25TH @ 5pm (note - Reiter will be arriving late)

K. Adjourn- 6:07 pm Motion to adjourn by Reiter, second by Fabert. Motion carried.