

## **SPOONER MEMORIAL LIBRARY**

Board of Trustees Meeting

421 High Street, Spooner, WI

July 28, 2020 at 5:00 PM

(The Board met in person at the library, wearing masks and social distanced)

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

**B. Roll Call-** Kevan, Bodzislaw, Reiter, Johnson, Fabert, Waltz, Bruce

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

**D. Approval of Vouchers # 68 - 80 = \$ 8,767.14** Motion by Kevan, Waltz second. Motion carried.

**E. Public Comment** - None

### **F. Old Business**

1. Library's Response to COVID-19 – Check-in and next steps - The Director updated the board on how the present stages are going and reported that patrons' visits have been going well. Masks are still being made available to those who have not brought one. The staff are organizing a new photocopy procedure for patrons, where a tray outside on a picnic table would be used to put items to be copied in, then a member of staff would retrieve it. Once photocopied, items would be placed back in the tray for the patron to collect. Also a locked money box would be made available for donations for photocopy services and payment for lost or damaged books. The Quarantine of books has increased from 3 to 4 days. Due to the increase of cases of Covid19 in our area, the Director wishes to remain in Stage 5 of the Reopening with a few changes to made. This would include increasing opening hours to Saturday mornings (8am - 12pm) effective August 10th. The Director met with the library staff earlier today and it was agreed that with the extension of hours, all the staff would need to be back working at the library. Opening hours will change to 8am. To eliminate the risk of exposure from travellers outside of the area, the library in person days will change to Monday-Wednesday (the beginning of the week) and curbside only days will be Thursday-Saturday. Waltz said that this information needs to be advertised well. Kevan Motioned that the Library is to stay in Stage 5 of Reopening with some changes - opening in person on Monday, Tuesday, Wednesday 8am - 8pm, adding curbside hours on Saturday, 8am - noon and switching curbside days to the end of the week (Thursday, Friday, Saturday. Motion second by Johnson. Motion carried.
2. Inclusivity Study (Services section of DPI's Inclusivity study) Tabled for next meeting.
3. Review Library Policies – (Collection Development Policy) Tabled for next meeting.
4. Director Certification – Director informed the board that she is now officially certified as a Grade 1 Public Librarian, effective May 2020. This certificate is for 5 years. The board congratulated Bodzislaw on this achievement.
5. Crack Report – The Director shared photo evidence of interior and exterior cracks to the Building. The July 2020 Crack Report shows little change, even though visually the cracks appear larger, measurements show they have stayed the same. Report has been sent to engineer

and City Administrator.

## **G. New Business**

1. Annual Review of the Director - Motion made by Johnson to go into closed session as per State Statute 19.85(1):19.85(1)(c) considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises to discuss the annual library director. Motion second by Bruce. Roll Call to agree was unanimous. Motion carried. Motion made by Reiter to come out of closed Session, Second by Johnson. Motioned carried. Motion made by Reiter to approve Director evaluation completed during closed session, Johnson Second. Motion carried. The Library Chair will go over the evaluation results with the Director at a later time.
2. Budget 2021 – Bodzislav had prepared two different budgets as agreed in the previous Meeting to present to the City. The board discussed the contents of both budgets. Motion made by Johnson to select Option A, Second by Kevan. Motion carried. It was agreed that the Director will not send the budget to the city until it is requested, given that the City is experiencing financial delays due to the Covid19 crisis.

## **H. Librarian's Report**

1. Summer Reading Program update – Director informed the board that 293 signed up (114 adults, 142 kids, 37 teens) and so far 3,262 books have been read. Director is still encouraging people to join the reading scheme, she also said that the Beanstalk app which is being used for the reading scheme is excellent.
2. Programming Update –The Director said that the Zoom storytime is very popular, which features the craft supply kit that is available to be picked up from the library ahead of the Wednesday morning virtual Storytime. There are also facebook events, various scavenger hunts, and this Saturday morning there will be 'Where are the Librarians?' This will be a fun event where the library staff will be dotted around town wearing neon shirts and clues to their location will be posted on Beanstalk.
3. Sandy Mackie Memorial – The Director met with Sandy's husband and son to discuss a way to memorialize Sandy with the substantial donations that have come in. A decision was made to purchase and install a gazebo outside near the entry of the library. Bodzislav will attend the next City Council Meeting to get approval of the location of the gazebo on the library land. She will update at the next meeting. Wording for a plaque has already been chosen by her husband.
4. Community First Washburn County Update - Driveups have stopped, as well as meal distribution due to funds running out. There are still some supplies left and are being stored at the library. The Community First Committee is working to figure out the next step forward, such as being an arm of the Continuum of Care group, where they will pick a need and put it into action.
5. Staffing update - A member of staff is leaving to attend college and another one is reducing hours, so

there is a need to hire a new aide to fill those hours. Interviews are in place.

**J. Financial Report**

2020: TOTAL EXPENDITURES FOR 2020 = \$ 158,664.26

2020: TOTAL INCOME FOR 2020 = \$ 308,301.49

COPIES = \$ 969.55

REPLACEMENTS = \$ 227.00

UNRESTRICTED DONATIONS = \$ 4,720.00

RESTRICTED DONATIONS = \$ 11,135.00

GRANTS = \$ 1,000.00

WASHBURN COUNTY = \$ 110,159.41

CROSS COUNTY = \$ 20,051.73

GENERAL PROPERTY TAXES = \$ 160,000.00

OTHER = \$ 39.00

The Director said that the budget is on track and if there is any left over funds, they will be spent.

One of the possible ways to use excess funds was the possibility of purchasing a dishwasher to help sanitize dishes used for events at the library.

**J. Next Meeting** – August 25, 2020 @ 5:00 p.m **via Zoom**

**K.Adjourn** - **6:09 pm** Motion by Reiter, Kevan second. Motion carried.