

SPOONER MEMORIAL LIBRARY

Board of Trustees Meeting
421 High Street, Spooner, WI
June 23, 2020

The board met virtually via Zoom link

A. Call to order at 5:04pm by Kevan

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

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

D. **Approval of Vouchers # 58 - 67 (not # 58 - 65 as stated on Agenda) Total amount of \$ 6,188.53** Motion by Kevan, Waltz second. Motion carried

E. **Public Comment** - None

F. Old Business

1. Library's Response to COVID-19 – The Director shared with the board that stage 4 of re-opening has been going very well. However, there has been numerous requests from the public to extend the hours of opening to accommodate those patrons who are working during the current opening hours. There was discussion of how the library could transition to regular opening hours, which would require most staff members who are working from home to return to work. Stage 5 of reopening is to start on July 1st which would allow up to 10 scheduled patrons at a time for 20 minute increments, with the same precautions as in Stage 3. The Director requested that Stage 5 to include the extension of opening hours to Monday - Thursday 9 am - 8pm and then on Friday 9 am - 5pm to allow more accessibility to patrons. **Kevan Motioned** to change Stage 5 of Reopening to include the following - extended hours 9am - 8pm Monday thru Thursday, Friday 9am - 5pm. Monday and Tuesday to remain days for curbside pickups. Also children under 8 years old will be allowed into the library with a parent and for them to wear a mask if over 2 years old. All toys in the library will be removed.

Motion was second by Johnson. Motion carried.

2. Inclusivity Study – Tabled for next meeting

3. Review Library Policies – The Director went through the Patron Policies and Internet Policies with the board. Some amendments were made including that there are no longer fines in place for late returned books. Johnson motioned that the amended policies be approved, pending on her checking that The Wisconsin Personal Information Practices details are correct - she will verify with the Director once she confirms this. Second by Waltz. Motion carried.

G. New Business

1. New Printer Contract – The Director informed the board that the new printer contract will save around \$50/month. There is a possibility of adding a money/card slot.

2. 2021 Budget – The board had a discussion on the upcoming 2021 budget and what would be appropriate to present to the city, as Covid19 has had such an impact on so many things. Reiter said that we should request extra, as last year we were told to ask for an increase this year. Kevan said that there should be 2 options prepared- one plan with additions and one without. The Director is to prepare these budgets for the board to vote on in July.

H. Librarian's Report

1. Summer Reading Program - The Director shared that as of today, they have had 350 sign up for the Summer Reading program. She is reaching out to as many patrons as she can to encourage them to join the program. There is now an APP connected, which allows you to scan books to add to your reading list.

2. Programming Update – The Director said that Zoom story time continues which include assembling prepared bagged kits that patrons can collect from the library. The first Scavenger Hunt was very successful with 29 teams, totalling 100 people taking part. Five more outdoor scavenger hunts are planned.

3. New disc repair machine – The Director reported that the disc repair machine had to be replaced, as it was no longer fit for purpose. The new machine, which was recommended by several other librarians, was purchased for \$600. The staff can now clean discs when they have down time, to keep the collection working.

4. Community First Washburn County Update – The Director shared that the funding has now run out and the last care package has been delivered. To date, the program has distributed 794 care packages. All extra packages will be stored at local libraries and clinics and distributed if there is a need. The funding for the food delivery is also running out and will end 19th July unless further funding is made available. The board

acknowledged the impressive work carried out by the committee.

J. Financial Report

2020: TOTAL EXPENDITURES FOR 2020 = \$ 117,847.33

2020: TOTAL INCOME FOR 2020 = \$ 304,104.62

COPIES = \$ 969.55

REPLACEMENTS = \$ 227.00

UNRESTRICTED DONATIONS = \$ 995.00

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 = \$ 27.00

J. Next Meeting – July 28, 2020 @ 5:00 p.m. to be held at the library (With social distancing and masks in place).

K. Adjourn - 6: 18 pm, Motion by Reiter, Waltz second. Motion carried.