

SPOONER MEMORIAL LIBRARY

Board of Trustees Meeting
421 High Street, Spooner, WI
November 17, 2020 at 5:00 PM
Meeting held via Zoom

A. Called to Order at 5:00pm by Kevan

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

C. Approval of Previous Minutes - Bruce stated that the wording - motion carried, had been omitted from the minutes regarding - G. New Business 1. Approve 2021 Merlin Member Library Agreement. The motion had taken place. With this amendment, Kevan motioned for approval of previous minutes, second by Temple. Motion carried.

D. Approval of Monthly Vouchers - #113 - #127 totalling \$6,215.16 Motion by Kevan, second by Bruce. Motioned carried.

E. Public Comment - None

F. Old Business -

1. Library's Response to COVID-19 – The Director contacted Public Health today regarding the alarming rise of cases of Covid-19 in Washburn County. Washburn County has had over 498 confirmed cases of COVID and there are no signs of slowing down. It took our County 6 months to reach 100 cases and only 2 months to reach an additional 400 cases. Last weekend alone, the County added 73 more cases. From November 3rd-14th (11 days) the County saw a 108% increase in cases in the 30-49 year old age range. It is on the Public Health's recommendation that the library go to curbside only, starting tomorrow- November 18th. The Director has spoken to her staff who agree that the best way forward is to go to curbside only. The staff feel safe, but were concerned for the health of patrons. The Director said that she would ensure that the information of curbside only, be posted on all social media sites. To continue providing the patrons with printing services, the library is setting up a program called Princh which allows patrons to print from home on their devices and then collect at curbside. The Board agreed that the library is being proactive with going curbside, and not reactive which would force a closure. The Library's Response to COVID -19 reopening will be reviewed at the next meeting on January 26th 2021. Kevan made a motion to go curbside until further advice from the Director. Second by Hopke. Motioned carried.

a. Additional safety measures for staff - The Director said that they have set up an additional staff desk in the main library area. The desk is equipped with a barrier, providing an extra work space, allowing staff to distance more.

2. 2021 Budget – Approval of Final 2021 budget - Kevan noted that the prepared budget had not made allowance for the extra cleaning cost required due to COVID -19. The Board agreed to make adjustments within the budget to allow for the \$2,500 additional cleaning costs, which included reducing the amounts for books (to \$23,306.35), audio/videos (to \$9000) and training (to \$500). With these amendments- Kevan called for the 2021 Budget to be accepted. Second by Reiter. Motion carried.

a. City approved increase to finish bringing all staff up to equitable pay - The Board and staff

are all delighted that the City has granted this increase!

3. Inclusivity Study – Facility (indoor spaces), page 16 . The Director went through this section of the study with the Board. She added various recommendations, including adding more visible points of service to the ongoing strategic plan. At the next meeting, the board will continue the study with Meeting Room/Event Space on page 18.

4. Review Library Policies – Rules of Conduct, page 15-16 - **Tabled for next meeting.**

5. Break room update - Director is working on a low cost or no cost plan and will update the Board at the next meeting.

G. New Business – None

H. Librarian's Report -

1. Review Expenditures and Revenue for 2020 - The Board members had been emailed the report prior to the meeting. Johnson noted that the City should have been awarded a grant to go towards extra COVID-19 cleaning costs. There is a possibility that the library will be given a portion of the grant that was awarded to the City, the Director will contact Bill Marx at the City to follow this up. The Director also pointed out the generous donations that the library has received over the year - over \$20,000 to date.

2. Farmers to Families Food Box Distributions - The Director said that there are 3 more distributions planned and has sent out information requesting volunteers to help out. There will be 700 boxes handed out this time vs 1,200 - but the boxes are larger. The FDA has also allotted each distribution community extra cash to buy additional items, Spooner will be giving out toilet paper..

3. New hire update - The Director informed the board that she has three interviews scheduled for new staff to replace Caroline who will be leaving, but will remain as a sub.

I. FINANCIAL REPORT -

2020: TOTAL EXPENDITURES FOR 2020 = \$ 262,704.84

2020: TOTAL REVENUE FOR 2020 = \$ 313,546.31

COPIES = \$ 969.55

REPLACEMENTS = \$ 237.00

UNRESTRICTED DONATIONS = \$ 6,898.93

RESTRICTED DONATIONS = \$ 12,881.50

GRANTS = \$ 2,306.35

WASHBURN COUNTY = \$ 110,159.41

CROSS COUNTY = \$ 20,051.73

GENERAL PROPERTY TAXES = \$ 160,000.00

OTHER = \$ 42.00

J. Next Meeting – January 26, 2021 @ 5:00 p.m. To be held via Zoom. **NO MEETING IN DECEMBER**

K. Adjourn - 5:57pm Motion by Reiter, Second by Waltz. Motion carried.