

SPOONER MEMORIAL LIBRARY

Board of Trustees Meeting 421 High Street, Spooner, WI November 19, 2019

- A. Meeting called to order** at 5:00 p.m. by Kevan
- B. ROLL CALL** – Kevan, Ford, Johnson, Bodzislaw, Clay, Fabert, Reiter, Waltz
- C. Approval of Previous Minutes** - Motion by Kevan second by Waltz. Motion carried.
- D. APPROVAL OF VOUCHERS # 122 – 132 = \$11,031.14** - Motion made by Kevan, second by Reiter. Motion carried.
- E. PUBLIC COMMENT** - None

F. OLD BUSINESS

1. Inclusivity Study – Library board continued DPI's Inclusivity Study, page 9 (Staffing). Board talked about staff safety procedures and discussed having the fire chief come out for another fire extinguisher training and the importance of continuing to make sure all staff know policies and procedures. Director will investigate grant opportunities for an AED and opportunities for CPR training for staff. Staff is fully trained on privacy and confidentiality and must sign an agreement every year during review and at hire.

2. Budget 2020 – Library board reviewed the draft 2020 budget after receiving final numbers from City, County, and system. The City gave an increase of \$21,900, allowing staff increases after a wage study was completed, which was half of the library's additional request. The City has said they will continue the path towards equitable pay in 2021. Fundraising will have to be done to make up for budget cuts in 2020 to programs and computers especially, since the library's full requests were not granted. Motion made by Johnson to approve budget as presented. Second by Waltz. Motion Carried.

G. NEW BUSINESS

- 1. None.**

H. LIBRARIAN'S REPORT

1. Staffing – Katy Larson has joined the library team. The team is now complete after being short staffed since Summer. Katy's position will have a focus on outreach with the goal to one day be able to fund an Outreach Librarian position with more hours.

2. Inclusivity – Director attended Continuum of Care (COC) meeting after recommendation from Hopke. Director found this meeting exceptionally helpful in meeting needs of community and learning of all the resources available to patrons. The Webb Lake Community Club granted the library \$300 to be used for program accessibility equipment. The director showed board members the equipment purchased before the meeting started. The library now has a speaker with a wired microphone, wireless microphone, and a wireless headset. The library also has two noise cancelling headphones for kids, a speaker for the library's projector, and a microphone stand. This equipment will work well for increasing inclusivity and accessibility of programs offered at the library.

3. Displays- Thanks to donations the library is having two new end caps made for the junior section of the library as well as new DVD cases made for the children's DVD section. This will allow us to display books and to add to our children's DVD section.

4. Tech Training – Staff had the opportunity to attend Tech Training Day in Rice Lake thanks to Northern Waters Library Service. Staff learned the generational implications to understanding and using technology and tips on helping patrons with technology. Staff toured the newly remodeled Rice Lake Public Library and was given chairs for the computer area.

5. Director Graduation – The Director will be graduating with her Masters in Library and Information Science from UW-Milwaukee on December 15th. She will then be eligible for her regular Grade 1 Public Library Certification. Board congratulated Director on her accomplishment.

6. Upcoming Events at SML – The library will host Down to Earth Documentaries on 11/19, a writing group on 11/20, and a stuffed animal sleepover on 11/22. The library will be closed on 11/28 and 11/29 for Thanksgiving. The new newsletter will come out right away in December and will include events such as 21+ Lego and Wine Night, children’s programs, and a Trauma-Informed Care movie screening with panel.

I. FINANCIAL REPORT

TOTAL EXPENDITURES FOR 2019 = \$ 237,515.15

INCOME FOR 2019 = \$ 282,053.30

2019: COPIES = \$ 3,908.35

REPLACEMENTS = \$ 898.67

UNRESTRICTED DONATIONS = \$ 4,877.00

RESTRICTED DONATIONS = \$ 4,664.27

GRANTS = \$ 2,346.88

WASHBURN COUNTY = \$ 108,132.84

CROSS COUNTY = \$ 19,007.38

GENERAL PROPERTY TAXES = \$ 138,100.00

OTHER = \$ 118.00

J. NEXT MEETING – January 28 @ 5 PM NO MEETING IN DECEMBER

K. ADJOURN – Motion to adjourn made by Waltz. Second by Johnson. Motion Carried.