

SPOONER MEMORIAL LIBRARY
Board of Trustees Meeting
421 High Street, Spooner, WI
October 24, 2017

1. Meeting called to order

Meeting called to order at 4:56

2. Roll Call

Bridget Rongner, Angie Bodzislaw, Marlene Clay, Luke Stordahl, Jerry Fabert, Carol Waltz, Terri Reiter, and Tammy Hopke

3. Meeting Minutes

Meeting minutes were reviewed from September meeting. Carol made motion to approve, 2nd by Terri. Motion carried.

4. Vouchers

Motion made by Marlene to approve vouchers in the amount of \$8,381.83, 2nd by Jerry. Motion carried.

5. Public Comment

No public present.

6. Old Business

- Updating Magazine Area
New Knapp Designs will be remodeling the magazine area and building three DVD shelves. Total amount for the job is \$1,440. Patron, Ken Schlag has cut a check for half the amount, so Mark Bachler can begin the project. The project should be done by the end of November, at which time Ken Schlag will pay for the remainder of the project.
- Chamber Membership
Angie was advised to come to the Chamber meetings. There was no need for a membership.
- Marketing
There will be filming on Friday at 2:00 p.m. for the ads that will run in the theater. The ads will run from November 27, 2017 until July 27, 2018. The cost for this was \$1,872 - \$374 to be taken out of this year's marketing budget and the remainder to be taken out of next year's marketing budget. Angie will make a survey for all the new people coming in to see how they heard about the library in order to monitor the effectiveness of this new form of marketing.
- 2018 Budget
The budget was approved by the city's finance committee, with the new position. There will be a budget hearing on November 7th for final approval. Washburn County approved the budget.

7. New Business

- 2017 Budget Review
Angie expressed concerns about the 2017 budget levels. She explained there was some billing issues with Baker & Taylor, the book company. They had held some bills and now when they sent them the book category will be approximately \$4,000 over budget. Angie will create a google sheet to be able to better track books and the vouchers when they come in in order to better keep track of unbilled items from Baker & Taylor.
The equipment line item is also over because of the disc repair machine and the copier. This will not be a problem in the future as a new disc repair machine has been ordered and a new copier contract is in place.
Salaries line item is slightly over because of staff using sick time. Angie will run short staffed for a while in order to keep that line item in check.

- **Employee Health Insurance**
Angie said that one of her employees that work 28 hours is asking if she can get health insurance from the library. After discussion it was decided to stay in line with the city policy that does not offer insurance to anyone working less than 40 hours a week.

8. Librarian's Report

- **Staff Development Day**
The library staff had a development day where they worked on team work. They were given an Enneagram which explains personality. The staff enjoyed the day and have been able to use the Enneagram coaching experience to better the team.
- **Chasing Coral movie screening** had 42 attendees. It was discussed maybe moving some of these activities to any day but Wednesday as there are church activities that night.
- **Jack-O-Lantern Festivities** had great participation (24 pumpkins carved and 7 recipes).
- **Chad Lewis** had 32 attendees. Will be putting this program on hold for 2018 as he has been coming yearly and previously had over 60 attendees.
- Angie hosted a John Green Party to celebrate Teen Read Week and had 6 teens attend, great enthusiasm.
- Angie provided the library board with a report from the WLA conference she attended.

9. Upcoming Programs

- Library Lego Club
- Sensory Friendly Story
- Preschool Story Hour
- Thursday Night Children's Program
- 2nd Annual Adult Reading Challenge
- Family Treasure Hunt (Geocaching)
- Cheese Heads Movie Screening
- Christmas Music, Crafts, & Treats

10. Total expenditures for 2017 = \$202,457.26. Additional Income for 2017 = \$134,195.37.

11. Next Meeting Date

November 28, 2017 at 5 pm
No December meeting.

12. Meeting Adjournment

Motion was made by Bridget to adjourn the meeting at 5:49, 2nd by Terri. Motion carried.

Minutes respectfully submitted by Tammy Hopke.