

## **SPOONER MEMORIAL LIBRARY**

Board of Trustees Meeting  
421 High Street, Spooner, WI  
June 22, 2021 5:00pm

### **A. Call to Order - 5:00pm by Kevan**

**B. Roll Call** –Kevan, Bodzislav, Fabert, Waltz, Johnson, Gagon, Hopke, Bruce, Ford present by phone. (Waltz left meeting at 6:00pm)

**C. Approval of Previous Minutes** - Motion by Johnson, Waltz Second, Motion carried.

**D. Approval of Monthly Vouchers – #56- #66 Totalling \$6671.41** Motion by Kevan to approve vouchers, Hopke Second, Motion carried.

**E. Public Comment – None**

### **F. Old Business –**

#### **1. Library's Response to COVID-19 – Moving forward :**

a. Incident at library with unruly patron - The Director informed the board that she met with the Police Chief and precautions are set in place regarding this patron. It was confirmed that the staff followed the correct protocol in this matter and were grateful for the support of board members.

b. Recommendations from Director are as follows:

Continue outdoor programming as well as indoor spaced programming

Promote physical distancing, clean/dirty signs, sanitizer use

Keep barriers at the front desks up

Staff and patrons asked to stay home when ill

Promote laptop availability for curbside services - an extension cord and WiFi now reaches the gazebo.

There is no longer a quarantine in place for returned items

The Board decided that all computers should be made available to patrons, including the 2 in the children's side.

c. Masking requirement currently Monday-Wednesday. The Director shared the following:

The library Pandemic Policy states, "This policy is developed with the intention of employing best practices to protect health and safety of both staff and patrons and shall be in effect until the Washburn County Public Health and/or the state deem the health risk has passed." Per conversation with Public Health, Washburn County has a fully vaccinated rate of 49.5% now which is well below herd immunity. Public Health recommends continuing to provide masked days for community members who may be immunocompromised, unable to get the vaccine, or families with younger children not yet eligible for vaccination that want to ensure their children are protected.

After a lengthy discussion, it was deemed that the Library should move forward on this matter. Hopke motioned that the Library reduce the number of days that masks are required by patrons to Mondays and Tuesdays. Fabert Second, Motion carried. The Director will update the designated mask wearing days on the website and social media. The staff will continue to wear masks. At the next meeting, the Board will review again.

2. Break room update – Estimate and design from New Knapp Designs - The Director has received an estimate for \$12,257 to include cabinets (New Knapp Designs), flooring (Beaverbrook Flooring), and a Dishwasher. Approval of this project is listed below in New Business G. 1
3. Security Cameras update - The Director said that the cameras will be installed next week.

#### **G. New Business –**

1. \$50,000 donation from Judith Ostrom in memory of parents Marshall and Lorraine Petersen
  - a. The Board had a lengthy discussion on how to use this amazing donation. It was decided that the money should be set aside in a special building fund for future use, rather than use it on something that is not visible to the public. The Director is also to get quotes for a feasibility study. The Board would like an evaluation of the library space, to see if the space is being used effectively or if we need additional space. Hopke Motioned that the \$50,000 donation be put aside in a building fund and that the Library's undesignated funds be used for the update of the breakroom and the door of the large bathroom be updated for immobility accessibility. Johnson Second, Motion carried .
2. Bi-Annual Employee Handbook Review – Sections 1-3 : Tabled for next meeting.
3. Board position open – Liza Temple resigned and need another board member from municipality - The Director has already advertised the position and will do so again. The position must be filled by someone who lives in the City of Spooner.
4. Toward One Wisconsin Conference: A Conference on Equity, Diversity, and Inclusion – October 12-13. Eau Claire, Director would like to attend. \$150 and split hotel cost with Sherry from NWLS. Kevan Motioned that the Director's costs be covered by the library, Gagnon Second. Motion carried.

#### **H. Librarian's Report –**

1. Inventory Report – 103 items lost = to a loss of .27 percent of collection in 5 years. The Board were informed that the Western genre of books had the largest theft problem, but the new security cameras should help with this matter.
2. Books & Bread – The Director said this project has been very successful, with outreach events held at Birchwood, Crystal, and Trego Town Halls with leftover produce made available at the library. Impact: 205 individuals served, 1,298 pounds of food distributed, with fiscal impact of \$2,711. A handful of library cards reinstated and items checked out. This was made possible with the additional help of Community First volunteers and Feed My People Food Bank.
3. Jail Transitions – The Director has been working with Danette Hopke to serve those transitioning out of jail. Thanks to Feed My People Food Bank, packages of food have been bagged up and will soon be available for those in need.
4. Ready2Eat and emergency food bags to be available at the library. The Director said that she is working on the advertising of these food bags which will be left in the entrance of the library and made available to anyone who needs them. The advertisement will make it clear that they do not have to ask for the food bags, which are being funded by Feed My People out of Eau Claire.
5. Community First update – 501(c)3 application and Essentia Health grant submitted. The Director said that the application can take up to 180 days to process and that the \$600 used was donated by a local church.
6. Strategic Plan Update - The Director informed the Board that the final plan should be presented at the next meeting.
7. Community Challenge Grant – 3,565 applications received and we were not chosen.
8. May Statistics - The Stats report provided to the Board each month by the Director shows a healthy circulation and shows the library usage of all items returning back to normal.

9. Other Reports - The Director opened the conversation of the preparation of the next Library budget and asked the board what they would like to see as budget options.

**I. Financial Report –**

2021: TOTAL EXPENDITURES FOR 2021 = \$ 120,9758.98

2021: TOTAL REVENUE FOR 2021 = \$ 371,874.34

REPLACEMENTS = \$ 257.37

LIBRARY DONATIONS = \$ 53,379.37

LIBRARY DONATIONS RESTRICTED = \$ 1,082.71

GRANTS = \$ 4,000.00

COUNTY CONTRIBUTIONS = \$ 130,150.37

GENERAL PROPERTY TAXES = \$ 183,000.00

OTHER = \$ 1.52

LIBRARY DONATIONS/GRANTS CARRYOVER: \$ 5,456.79

**J. Next Meeting –**

**July 26, 2021 @ 5:00 p.m.** (Masks required)

**K. Adjourn - 6:30 pm** Motion by Kevan, Johnson Second, Motion carried.