

SPOONER MEMORIAL LIBRARY

Board of Trustees Meeting

421 High Street, Spooner, WI

May 25, 2021 at 5:00 PM

A. Call to Order – 5:00 pm by Kevan

B. Roll Call: Kevan, Bodzislaw, Fabert, Waltz, Johnson, Gagon, Bruce (via Zoom link 5:04pm), Hopke arrived at 5:08 pm, Ford 5:13 pm

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

D. Approval of Monthly Vouchers - # 44- #55 Totaling \$5153.06 Motion by Kevan to approve vouchers, Fabert Second, Motion carried.

E. Public Comment - Kevan read out a card addressed to her as President of the Library Board from Judy Ostrom from Eau Claire. Ostrom wrote that libraries were always important to both her parents Lorraine and Marshall Petersen, who have both passed. Her parents were firm believers in the power of learning through reading and her father and uncle helped build Spooner Memorial Library in 1962. Judy quoted her mother who always said, "all you have to do is read." To honor her parents, Ostrom enclosed a check for **\$50,000!** The Director and the board were stunned by such a generous and totally unexpected donation and are extremely grateful! This donation does not have a deadline nor designated use, but a great deal of discussion and thought will go into how to best use it. In the meantime, the Director will deposit the donation with the City.

F. Old Business –

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

- a. Outdoor programming as well as indoor spaced programming have started and have been highly successful. June 1st will be the start of the Summer Reading Program and as like last year, registration will have everyone lining up on the sidewalk outside.
- b. Physical distancing, clean/dirty signs, sanitizer use to continue until further notice.
- c. Glass barriers to remain up.
- d. Staff and patrons asked to stay home when ill to continue keeping everyone safe.
- e. All adult computer stations to open but children's side (open to all ages) to only have 2 open.
- f. 24-hour quarantine up for debate at Network meeting, which is coming up.
- g. Masking requirement to change from age 2+ to 5+

H. The Director wanted feedback and support from the Board regarding the next steps. There were careful considerations when setting up the entrance strategy to Covid 19 and now it is time to consider the exit strategy for the library and moving forward. The board discussed at length the Director's recommendations for moving forward. **Her recommendations are as follows:** In March 2020, Spooner Memorial Library sought out advice from Washburn County Public Health, Center for Disease Control (CDC), Department of Instruction, and specific library related entities on how to best navigate the COVID-19 pandemic. This has not changed over a year later and continues to guide us in our reopening plan. We are aware of CDC's statement allowing vaccinated individuals to gather unmasked. We will not be asking patrons if they are or are not vaccinated, thus we will continue to require 100% mask compliance at this time. However, we have a plan in place to start moving more towards normalcy. One such plan is to adjust our mask requirement when St. Francis de Sales school is out as students use the library almost daily. Beginning June 7, the library will adjust the mask requirement to the following: Monday Wednesday will require 100% mask compliance in ages 5+ and Thursday-Saturday will not require 100% mask compliance. This change allows library patrons who are unable to be vaccinated an opportunity to use the library still safely at the beginning of the week. Once Washburn County reaches a 70% vaccinated rate, the library will no longer require 100% mask compliance as the County

has approached herd immunity rates. We may make this change prior to the 70% mark if deemed appropriate by public health. The library will continue to host programs outside if possible or limited seating inside. We will be opening more computer stations and more seating has already opened up. We appreciate your patience and respect as we navigate COVID-19 together.

After discussion, the Board made the decision to support the Director's well thought out recommendations, which will start on June 7th. Kevan Motioned to adopt the recommendations and to review them next month, Second Hopke, Motion carried. It was also noted that on the day of library inventory, the Director had discussed with her staff what they thought of the recommendations. The Staff confirmed that they are not worried about their own health, but the health of the patrons, thus the staff will continue to wear masks to protect the patrons, until deemed no longer necessary. As the Director values transparency, she also posted today's agenda on Social Media and through the newsletter email list, giving the community a chance for their input. She received no negative comments regarding the recommendations, only someone stating that they were tired of virtual activities.

2. Break room update – Estimate from New Knapp Designs has not come through. The Director has been in contact with Paul Kelly with plumbing questions. Moving forward, the Director may have to go with the original idea of getting the kitchen from Menards. Director to give feedback at the next meeting.

3. Security Cameras – The \$2000 for the security cameras has been approved with the City. The Director will contact Tice Technologies to set up installation of the cameras as soon as possible. There is definitely a need for these advanced security cameras to be installed, as the current system did not capture an act of vandalism recently, in which the new gazebo table was broken.

4. Supporting Team Mental Health – Update on sick leave. The Director spoke with Krista at the City to clarify the City's position if a member of staff is having a hard day and needs to go home – would the lost hours be covered under sick pay. Krista confirmed that it would be covered under the broad heading of Health Care Needs of Staff and Family.

G. New Business –

1. Annual Review of Director – A closed session is required as per State Statute 19.85(1):19.85(1)(c) considering employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises to discuss the annual library director evaluation.

At 5:38pm Kevan made a motion to go into closed session to discuss the annual review of the Director. Johnson Second. Motion carried. At 5:47 Kevan made a motion to come out of closed session. Waltz Second. Motion carried. It was agreed that at a meeting to be arranged next week, Kevan and Waltz will give the Director feedback of the annual review.

H. Librarian's Report –

1. Books & Bread – Town Hall pop-up pantry and library program - There are now 6 scheduled days throughout June and August, for people to pick up free food and check out books at the Mobile library. This is in partnership with Feed My People, Community First, and Shell Lake Public Library. Locations were selected as being able to accommodate the large refrigerator truck which will come from Eau Claire and organized by Feed My People. The truck will stay at each location for 30 minutes and then any leftover food designated for each Town Hall will be taken to their local food pantry. Leaflets have been posted and information put on Facebook. Some volunteers have already signed up, but more still needed.

2. Jail Transitions – Program with Feed My People, UW Extension, Shell Lake Public Library. Addressing the issue of food insecurity, the entities are having a meeting to organize food packages for newly released inmates in urgent need of food and supplies. Items to be stored at the Shell Lake Library. Spooner Library will also have emergency food packages to those in urgent need.

3. Community First update – Finalizing 501(c)3, community gardens. A board has been formed. The Community Gardens are still in the planning stages.

4. Book Sale – Raised \$1,042.49 from book sale, part to be used for Large Print books. Also, the Spooner

Women's Club will be having a book sale soon and they do their organizing of the sale at the library. Some of the proceeds from the sale are given to the library.

5. Strategic Plan Update - the team is meeting twice per month and are on schedule to present something to the board in July.

6. April Statistics - Circulation 5268, which shows an increase overall and moving toward pre-COVID numbers.

I. Financial Report –

2021: TOTAL EXPENDITURES FOR 2021 = \$ 114,007.18

2021: TOTAL REVENUE FOR 2021 = \$ 320,994.23

REPLACEMENTS = \$ 199.37

LIBRARY DONATIONS = \$ 3,217.97

LIBRARY DONATIONS RESTRICTED = \$ 425.00

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

The Director also shared that sponsors for the Summer Reading Program are pouring in and there will be some fantastic prizes. The Director contacted local businesses to encourage their ongoing support of the reading program and our wonderful library, and they have responded very generously. This Summer Reading Program will be awesome!

J. Next Meeting - June 22, 2021 @ 5:00 p.m. (With masks and social distancing).

K. Adjourn - 6:02 Motion by Kevan, Second Waltz, Motion carried.