

## **SPOONER MEMORIAL LIBRARY**

**Board of Trustees Meeting  
421 High Street, Spooner, WI  
October 27, 2020 at 5:00 PM  
Meeting Minutes**

### **A. Called to order at 5:00pm by Kevan**

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

**C. Approval of previous Minutes** - Motion by Johnson, Hopke second, Motioned carried.

**D. Approval of Monthly Vouchers #104- #112 - \$10,437.43** Motion by Kevan, Waltz second. Motion carried.

**E. Public Comment** - None

### **F. Old Business**

#### **1. Library's Response to COVID-19** – Reopening plan continued

a. Stage 6 update – Director reported that they are having no problems with nearing capacity and said there is no longer a need to schedule tables. The library will remain in stage 6 unless the Health Department recommends going to curbside due to increased cases of Covid, or there are not enough staff available to keep the library open for walk-ins.

b. Barrier update –On the recommendation from Bill Marks from the City, the Director wrote to the company that provided the barrier. The company is now working to rectify the barrier to meet the original request. The bill will be settled once this has been done.

c. Quarantine times (items) update - It was decided by the Board that the length of quarantine for returned items can be adjusted by the Director if there are new system recommendations.

d. Outdoor book sale update - The sale was highly successful and raised \$1,050 for community care packages.

**2. 2021 Budget** – The City and County meetings were held in October. The further amount requested by the library of \$23,000 was accepted by the City, but still needs approval at the budget hearing next week. The Director said at the County meeting they gave the library the required amount of 70% and one County board member addressed the concern for the libraries in 2022 due to COVID and decreased circulation. The County board members agreed they should keep this in mind in 2022 and try to maintain at least what was given in 2021. The Director asked if the budget should be adjusted to show a change from charging for copies to asking for free will donations. The board would like to see the Director take this money from programs and other areas, but not from staff wages. If the City approves the additional \$23,000 this year all staff will finally be at equitable wages. The final library budget is to be passed at the next board meeting and the Director will have the updated budget ready.

**3. Inclusivity Study** – The Board continued DPI's Inclusivity study, Page 15 on Facility - Outdoor Spaces. The library only has one ADA (American Disability Act) parking space. The Director will investigate getting an additional parking space near the existing one and making the markings and signage more visible. Reiter suggested adding a drop box in the alley behind the library to assist patrons who cannot get out of their vehicles easily. The Director will add the need for more outdoor lighting and the other suggestions to the library's Strategic Plan. At the next meeting, the Board will continue with Indoor Spaces, p16.

**4. Review Library Policies** – The Board continued page 12, Collection Development, Kevan motioned that two amendments be made - InterLibrary loan policy to include an option of using the website to request items. The second amendment was in the Weeding policy to include space available. Waltz second. Motion carried. Next meeting the board will continue with the Rules of Conduct, p15.

**5. Strategic Plan** - The Director updated the Board that the Strategic Planning work group is going to start meeting in November and that another member would be good to have.

### **G. New Business**

**1. Approve 2021 Merlin Member Library Agreement** - Motion by Kevan. Second by Johnson.

**2. February Board Meeting** - The Annual Report needs to be turned in by February 19, 2021, so an

earlier Board meeting in February is necessary. Reiter motioned to change the Board meeting in February 2021 to Thursday February 11th at 5pm (instead of the 4th Tuesday of the month), to approve the Annual Report. Johnson second. Motioned carried.

3. **Break room update** - The Director would like to make some improvements to the library staff room by changing around some of the counters to accommodate more sitting space, making it more comfortable and adding a dishwasher for staff and programs in an effort to make the room more comfortable for staff, especially now when staff morale is down due to COVID. It was agreed that the Director will prepare a plan for approval at the next Board meeting.

#### H. Librarian's Report

1. **Review Expenditures and Revenue for 2020** - The Board members had been emailed the report prior to the meeting and had no concerns or questions. The Director explained that the library had received the Collection Development Grant and the AODA Grant as well as many donations this year which will help County funding amounts in 2022.

2. **Farmers to Families Food Box Distribution** – Distributed 1,200 food boxes from the USDA on October 21st at the Washburn County Hwy Department. Another is scheduled for October 28th. This program may continue into December if the County is approved.

3. **WISL virtual meetups** - The Director hosted a virtual meeting with the group Wisconsin's Small Libraries Section of WLA and they discussed winter programming during Covid.

4. **Staff update** - Caroline will be leaving but remain on as a sub and the Director will be advertising for someone to take her place as the need for subs is high.

5. **Grant opportunities** - The Director will be sending Kevan a grant proposal for small rural libraries to review as well as a grant for science kits for homeschoolers.

#### I. Financial Report

2020: TOTAL EXPENDITURES FOR 2020 = \$ 240,477.23

2020: TOTAL INCOME 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** - November 17, 2020 @ 5:00 p.m via Zoom link.

(earlier than normal, due to Thanksgiving)

K. **Adjourn** - 6:08 pm Motion by Kevan, Johnson second. Motion carried.