

## **SPOONER MEMORIAL LIBRARY**

Board of Trustees Meeting  
421 High Street, Spooner, WI  
September 19, 2017 at 5 p.m.

### **A. Meeting called to order**

Kevan called the meeting to order at 4:56 p.m.

### **B. ROLL CALL**

Kevan, Waltz, Clay, Reiter, Rongner, Bodzislav, Fabert, Hopke

### **C. READING OF PREVIOUS MINUTES**

Motion made by Reiter and 2<sup>nd</sup> by Clay to approve the August 22, 2017 meeting minutes. Motion carried.

### **D. APPROVAL OF VOUCHERS**

Motion made by Kevan and 2<sup>nd</sup> by Watz to approve vouchers #111-124 in the amount of \$6,975.33. Motion carried.

### **E. PUBLIC COMMENT –**

None

### **F. OLD BUSINESS**

1. Updating Policy Manual – Motion was made by Reiter to approve the last part of the policy manual, pages 16-23. 2<sup>nd</sup> by Fabert. Motion carried. Our policy manual is now completely updated.

2. Out of state obituary requests – The library board and Director discussed how to handle out of state obituary requests, after a negative opinion piece was submitted to the paper regarding the length of time it took for staff to find an out of state obituary. The director shared an email from the Spooner Advocate with their suggestions and websites to offer people who have out of state requests for this information. A decision was made to handle out of state requests in this way: Refer the person to the websites suggested by the Advocate and invite them to come to the library. At this time we do not have the man power to do these requests without other entities suffering, so we do not offer this service to out of state people unless they come into the library.

### **G. NEW BUSINESS**

1. A quick overview of the Spooner Library was given to the Trustees so they are kept informed of staff, their duties, funding to the library, and trustee members.

2. Updating magazine/sitting area – Director informed Trustees that patron, Kenneth Schlag would like to donate \$1,000-\$2,000 toward bookcases in our DVD area. Trustees and the Director discussed ideas for this area, including changing the current magazine structure and making the DVD and BluRay area encompass the entire wall with only the windows left open for a sitting area. The Director will contact local carpenters and come up with a plan. Motion made by Reiter and 2<sup>nd</sup> by Waltz to expand the dvd space with the donation from patron. Motion carried.

3. Chamber membership – Reiter suggested Director become a Chamber member, either individually or as the library in order to continue networking and building partnerships in the community. Reiter referenced the Trustee magazine that Trustees were given previously and the article entitled “Value of Time Away from the Desk.” The chamber meets once a month for an hour and Reiter thinks that the membership is \$100-\$250. Motion made by Reiter and 2<sup>nd</sup> by Rongner for Director to become a member of the Chamber. Motion carried.

4. Marketing/Budget – Director informed Trustees that she received a more thorough budget from NWLS, including the Collection Development Grant funds that Spooner Library will receive in 2018. As a result, the 2018 budget to be given to the City was updated in the following ways: The revenue increased by \$1,316.77 due to the addition of the Collection Development Grant and the Books expenditure category also increased by the same amount. The descriptor on the Computer expenditure category changed to eliminate the \$1,312 modem and include Badgernet, Pharos, WiseNet, and WISCAT. The modem required for our broadband upgrade is cheaper than anticipated and able to come out of the 2017 budget. Motion by Reiter and 2<sup>nd</sup> by Kevan to approve the amended budget. Motion carried.

### **H. LIBRARIAN'S REPORT**

1. Youth Services Development Institute – Director presented Trustees with report of time at Institute and goals for the next year.

2. Human Trafficking event was well attended (42) by a great mixture of patron types and was appreciated by many.

3. The 3<sup>rd</sup> newsletter was distributed to Trustees. Director showed Trustees the article about first grade library field trips.

4. The Spooner Women's Club donated \$1,000 to the library and the money will be used for day to day costs of running the library. They club held their annual book sale at Jack Pine Savage Days to raise the money. They complimented the library staff on being welcoming and inviting.

5. Broadband – The Library will be upgrading broadband speed from 10 Mb to 50 Mb in November 2017. This increase is much needed and will be appreciated.

5. Upcoming events at SML:

1<sup>st</sup> Monday – Library Lego Club

2<sup>nd</sup> Friday – Sensory Friendly Story Time @ Lakeland Family Resource Center

Thursdays @ 6:00-6:45 Thursday Night Children's Program, led by Julia

September – 1<sup>st</sup> Grade Library Card Field Trips & Head Start Field Trips

September 24-30<sup>th</sup> – Banned Books Week, crossword with prizes

September 27<sup>th</sup> @ 6 p.m. - Chasing Coral movie screen

September 28<sup>th</sup> – Library closed for server move to Ashland. Head Start visit in morning and paid Staff Development Day from 10-6 with an enneagram coach coming to speak with the staff.

October 8-14<sup>th</sup> – Teen Read Week activities

October 14<sup>th</sup> @ - Jack-O-Lantern Festival Pumpkin Recipe Contest (judging at Noon) and Pumpkin Carving Contest (judging at 11:00 a.m.)

October 11<sup>th</sup> @ 6-7 p.m. – Chad Lewis

October 17-20<sup>th</sup> – Director @ WLA in Wisconsin Dells

October 18<sup>th</sup> @ noon – Brownbag Lunch Book Group (*Out Stealing Horses*)

November 1<sup>st</sup> – May 1<sup>st</sup> – 2<sup>nd</sup> Annual Adult Reading Challenge (Understanding Our Place in the Universe)

November 4<sup>th</sup> @ 9 a.m. – Family Treasure Hunt (Geocaching @ the Library)

December 13<sup>th</sup> @ 6-7 p.m. – Christmas Music, Crafts, & Treats with Kevin McMullan.

#### **I. NEXT MEETING**

October 24<sup>th</sup> @ 5 p.m.

**J. ADJOURN** Motion made by Kevan, 2<sup>nd</sup> by Waltz to adjourn at 5:51 p.m.

Minutes respectfully submitted by Angela Bodzislav