

Sparta Free Library
Regular meeting of the Board of Trustees
April 3, 2017

The meeting was called to order by President Laurie Koll at 5:00 PM.

Members present: Mary Von Ruden, Paul Lenz, Reinhard Mueller and Amy Bernath. Also present were the Acting Library Directors, Youth Services Librarian Aimee Schreiber and Adult Services Librarian Kaycee Henderson. Trustees Sandie Perry and Terry Putman and were excused.

Approval of Minutes: Minutes from the March meeting were distributed. **Von Ruden, seconded by Lenz, moved to accept the minutes. Motion carried.**

Finances: A printed income report reflecting income generated in January through March 2017 was shared, as well as a list of expenditures with comparison to budget for the same period. President Koll noted that expenditures for operating supplies were already over 100% of annual budgeted amount. Acting Director Schreiber explained that the cost of a display unit that was to be a portion of the Rita Lund Fund had been charged to operating expenses. The display unit, purchased in lieu of a smart board, was discussed at length. It has yet to be used for children's programs, because it perches precariously on its stand. It has also not been used for adult programming, as it is too large to fit in the elevator to move it upstairs. President Koll asked Acting Director Schreiber to investigate whether it could be returned, and asked Board Treasurer Bernath to confer with the City Treasurer to determine how to reimburse the city for the amount of the display unit, using the appropriate funding source. **Mueller, seconded by Von Ruden, moved to approve the bills. Motion carried.**

Directors Report:

Director hiring process: The new director recruitment notice has been placed in multiple locations, including the ALA and WLA websites, and the *Herald*. Trustee Mueller inquired about the possibility of screening applicants more thoroughly to preclude the type of rapid turnover we experienced with the recently departed Library Director. Acting Director Henderson advised that some Wisconsin public libraries offer a signing bonus when a new Library Director physically moves into their city.

Programming:

- Participation at March programs was excellent. Officer Corey Safford of the Madison Police Department drew 19 attendees for his presentation and discussion of what it means to be a black police officer today. Attendees included Sparta Chief of Police Kuderer and one other uniformed officer of the Sparta PD. Spring Craft Day, conducted on a Saturday, was hugely successful, drawing 60 attendees.
- National Library Week will be recognized at the Sparta Free Library from April 7th to April 13th with an ongoing Food For Fines forgiveness program. Patrons with outstanding fines will be absolved 50 cents for each nonperishable food item donated. Food items will be given to the Ecumenical Food Pantry.

Substitute staffing: Part-time Library Assistant Donna Haack has agreed to expand her hours to a regulary scheduled 20-hour workweek for the duration of the summer reading program.

Building and Furniture:

- New shelving has been ordered for the teen room and is scheduled to be delivered and installed in early May.

- The heat tape at the top of the library is coming loose. Acting Directors Schreiber and Henderson will check the source of the most recent roof project and contact them about repair.
- Trustee Mueller was thanked for repairing the railing on the front steps.

New Business:

Building Committee:

- Trustee Mueller will contact FEH to set up a special meeting with the Library Board to kick off the imagineering process for a building renovation/expansion.
- Acting Directors Schreiber and Henderson will reach out to the firm not selected to thank them for their application and advise them that an alternate firm was selected.

Items for Future Consideration:

Summer Reading Program brochure is at the printer. Meetings with local schools are being scheduled.

The next meeting will be the first Monday, May 1st, 5:00 p.m. – Library Lower Level – Multi-Purpose Room

Bernath, seconded by Mueller, moved to adjourn. Motion carried. Meeting adjourned at 5:44 PM.