

**Sparta Free Library**  
**Regular meeting of the Board of Trustees**  
August 7, 2017

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

**Members present:** Mary Von Ruden, Paul Lenz, Amy Bernath, Terry Putman and Sandie Perry. Also present were the Sparta Library Director, Shanneon Grant, Youth Services Librarian Aimee Schreiber and Adult Services Librarian Kaycee Henderson, as well as Sparta Chief of Police, Dave Kuderer. Trustee Reinhard Mueller was excused.

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

Because Chief Kuderer was due to attend another meeting at 5:30 PM, the agenda item pertaining to the Library's wifi policy was addressed immediately. Chief Kuderer thanked the Library staff for reacting promptly in July when he requested that the Library's wifi be temporarily turned off during non-operational Library hours. Since the change in wifi availability, Police Officers have patrolled and monitored the fountain area and Library grounds to determine if fewer groups of people were gathering in the area or parking outside the library after hours. The indication is that removal of wifi accessibility does significantly reduce the presence of people lingering on or near the premises after hours. Chief Kuderer noted that he is aware of the Library's commitment to providing free Internet access for all Sparta residents at all times, but expressed concern about issues ranging from drug use to littering to vandalism to pornography. Regardless of Library Board's final decision regarding wifi hours, he recommended that an external camera be mounted on the Library, focused on the fountain area. **Perry, seconded by Lenz, moved to install an additional exterior camera. Motion carried.**

Following Chief Kuderer's departure, Youth Services Librarian Schreiber and Adult Services Librarian Henderson presented their views in defense of leaving the wifi on for as many hours as possible. Trustee Perry noted that she feels the Board should consider wifi policy and problems around the fountain area as two separate issues. Trustee Von Ruden admitted that while she appreciates the concept of a Library facilitating anywhere/anytime access to information for all elements of society, the Board must also seriously consider safety and security issues that arise from potential illegal drug activity after hours outside the library. A lively discussion ensued regarding potential compromises, with consideration given to weekday and weekend hours, and the City's curfew policy. **Lenz, seconded by Von Ruden, moved to have the Library's Wifi remain on from 4 AM until 11 PM daily. Motion carried.**

**Finances:** A printed income report reflecting income generated in January through April 2017 was shared, as well as a list of expenditures with comparison to budget for the same period. **Bernath, seconded by Perry, moved to approve the bills. Motion carried.**

**Directors Report:**

Programming: Participation at programs continues to be excellent. The Summer Reading Program had the highest participation ever: 51 teens, 52 adults, 218 child participants with a total of 1,657 books read. Awareness of the quality and popularity of STEM Challenges programs (over 30 attendees for each session) resulted in Fort McCoy's USO requesting that sessions be conducted at their facility from September through December.

#### Operations:

- Director Grant assumed the leadership role on July 31<sup>st</sup>. She thanked the staff for their warm welcome and assistance with transitioning. She will be attending New Director Boot Camp August 16-18.
- Over \$1,000 in donations have been received in memory of Mary Nussdorfer. President Kohl inquired about what documentation exists regarding designated contributions. Trustee Bernath responded she was unaware of any official records. Director Grant volunteered to check Library files for any documentation.
- The Library is beginning a new partnership with Lugar de Reunion. For the month of August, Adult Services Librarian Henderson will be teaching ESL classes one a week at Lugar, with the possibility of making this arrangement permanent at the end of the trial period.
- The Library has received a Request for Reconsideration of Library Materials form. In accordance with official Library Policy, the leadership team will be reviewing the request and Director Grant will reply to the complainant within 30 days of the request.

#### Building:

- Interstate Roofing was contacted to unclog drain pipes and downspouts after leaks occurred during recent heavy rainfalls. Sure Plumbing was called to respond to water coming through the floor drain in one of the public bathrooms each time the toilet was flushed.
- Brent from Choice Security replaced the front steps camera with a digital camera. He will also be replacing a camera in the DVD room, and a battery in the video panel in the tech storage room. He will also be asked to install the new exterior camera by the fountain area.

#### Old Business:

- Wifi Policy (see above)
- Smoking Policy. Youth Services Librarian Schreiber presented a proposed policy. She advised that, after researching responsibility for enforcement of smoking policies, the Library staff members are responsible. **Bernath, seconded by Perry, moved to approve the Smoking Policy. Motion carried.** Laminated signs will be posted at both entrances to the Library, and Norb Brown will be contacted about making an outdoor sign for the fountain area.
- Outdoor Maintenance. Litter and trash have become problematic around the fountain area and other library grounds. The Library staff had assumed the City was responsible for outside maintenance. The City believes it is the Library's responsibility. The staff will research acquiring a trash container for outside the Library, and contact the current custodial contractor to see if twice-weekly scheduled outdoor clean-up can be added to the contract.
- Steps Project. No progress has been made. The staff will contact Richard Hunt and attempt to identify a specific start date for the project.

### **New Business:**

- FEH conducted the first of 5 Public Advisory Task Force sessions on August 2, with over 30 people in attendance. The remaining sessions are scheduled as follows: August 14 (6-7:30 PM); August 28 (9 AM – 7:30 PM); August 29 (9 AM-7:30 pm) and September 18 (6-7:30 PM). Participants do not have to attend each meeting, nor are they required to be present for the duration of each meeting. The major goal is to provide their input into a community conversation about the expansion/renovation of the library.
- New Director's Open House. An Open House to welcome Director Grant is tentatively scheduled for Thursday, 21 September, from 4-6 PM. Trustee Bernath will contact the Friends of the Sparta Free Library about co-sponsoring the event.

The next meeting will be the first Monday, September 11th, 5:00 p.m. – Library Lower Level – Multi-Purpose Room

**Bernath, seconded by Lenz, moved to adjourn. Motion carried.** Meeting adjourned at 6:15 PM.

### **Sparta Free Library Annual Meeting**

The meeting was called to order to President Kohl at 6:15 PM.

**Members present:** Mary Von Ruden, Paul Lenz, Amy Bernath, Terry Putman and Sandie Perry. Also present was the Sparta Library Director, Shanneon Grant. Trustee Reinhard Mueller was excused.

**Election of Officers: Lenz, seconded by Von Ruden, moved that the Board suspend normal rules of order and nominate all Officers to continue for a period of one year. Motion carried.**

**Bernath, seconded by Lenz, moved to adjourn. Motion carried.** Meeting adjourned at 6:17 PM.