

**Sparta Free Library**  
**Regular meeting of the Board of Trustees**  
December 4, 2017

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

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

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

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

**Directors Report:**

Programming: 50 programs were conducted, with 894 participants in November. December's programs include a Kriskindlmarkt craft day, a gift wrap program, a Teen Winter Party, and Noon Year's Eve Party.

Operations:

- Sparta Lion's Club requested a wish list of large print titles that they are hoping to fund.
- Students from Bangor High School provided volunteers to help prepare craft supplies on November 21<sup>st</sup>.
- WRLS is purging Driver's License numbers from patron records. Library staff will be auditing patron records to confirm addresses match municipality codes because accuracy is tied to reimbursement funding.

**Building:**

- The drywall project in lower level multi-purpose room is expected to be accomplished in late December.
- ServiceMaster cleaned the carpets as part of their custodial work, saving the Library approximately \$2,400.
- Staff office areas will be shifting in an effort to increase efficiency and program coordination. The Adult Services Librarian and Youth Services Librarian will share the space in the lower level multi-purpose room. The Admin/Library Assistant position will move into the upper level office space. In order to provide the privacy required for confidential conversations, performance reviews, personal issues, interviews, etc., the Library Director's office needs to be separated from other staff members. The Library Director will explore the feasibility of repurposing the upstairs storage room into office space.

**Old Business:**

- Budget Update. Director Grant received slightly revised 2018 budget guidelines from the City Treasurer. The proposed Library budget was adjusted to fit within those guidelines. The City Council will be voting on the total Budget on December 5<sup>th</sup>. Board Members

were urged to attend the City Council Meeting. **Von Ruden, seconded by Bernath, moved to approved the revised Library budget. Motion passed.**

- Results of the survey sorting results from FEH Design project confirmed original assumptions of Library staff.
- Recommended “next steps” from the FEH project were discussed:
  - Director Grant will present the FEH results with the City Administrators in January and request to address the entire City Council in February.
  - Letters of appreciation will be sent to all participants in the FEH project.
  - Updates will be sent to all participants who indicated they would be willing to assist with fundraising endeavors.

### **New Business**

- Director Grant advised that she had been contact by a fundraising consultant (Jodi Sweeney of the Sweeney group). Ms. Sweeney was given outstanding recommendations by the Director of the Viroquia Public Library. Rough estimate of the cost associated with hiring a fundraising consultant range from 1.5%-1.75% of the total goal. Director Grant will invite Ms. Sweeney to the January Board Meeting
- The new flagpole has been installed in front of the Library.

**Other Items for Future Consideration:** . President Koll directed the Board members to have questions ready for the potential fundraising consultant, and recommended that a volunteer grant writer and other grant options be examined.

The next meeting will be the first Monday, January 8th, 5:00 p.m. – Library Lower Level – Multi-Purpose Room

**Bernath, seconded by Putman, moved to adjourn. Motion carried.** Meeting adjourned at 5:45 PM.