

**Sparta Free Library**  
**Regular meeting of the Board of Trustees**  
**February 5, 2018**

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

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

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

**Finances:** A printed income report reflecting income generated in January 2018 was shared, as well as a list of expenditures with comparison to budget for the same period. The library received a large gift of \$5000 towards the building fund. At this time, Director Grant is tracking gifts designated for the building fund within the money market account; moving forward the board plans to establish a separate account for gifts designated for the expansion. **Mueller, seconded by Lenz, moved to approve the bills. Motion carried.**

**Directors Report:**

**Programming:** The Library offered 33 total programs in January, including a Trivia Night with Amy Weissenberger. Regular storytimes have resumed starting last week and will run through spring. In 2017 there was an increase in 167 program offerings over 2016 and an attendance increase of 3,782 over 2016.

**Operations:**

- Director Grant attended WRLS workdays to prepare the 2017 Annual Report, which will be completed by February 16<sup>th</sup>.
- The DVD collection has been re-cased to use one kind of security case and opener.
- A pallet of outdated technology was removed from the former periodical storage, which will soon serve as the director's office pending ethernet and phone hookup.
- Friends of the Sparta Free Library held a meeting on January 22<sup>nd</sup> and approved the purchase of a new iPad and collection of Boomwhackers for children's programming. Friends are also searching for a local builder for custom board book shelving for the children's room and local artists to repaint the downstairs hallway with a new mural.

**Building:**

- The drywall project in lower level multi-purpose room has been completed!
- Interstate Roofing came to inspect a new leak in the adult nonfiction area. A report will be forthcoming from Interstate with recommendations for additional repairs.
- The cover for the fountain water source has been replaced.

**Old Business:**

- Exterior "Book Drop" signs were installed, with "No Smoking" signs to follow when weather permits.
- Director Grant has contracted with the Sweeney Group for a total of \$22,000 fee for Jodi Sweeney to complete a feasibility study for the expansion project (\$22,000 is not including travel, but the total with travel is not to exceed \$24,000).
- Perry requested the board review the FEH Structural Deficiencies report to determine whether any of the work can be done locally before the expansion project construction

begins. Perry, Koll, and Grant (with assistance from Henderson and Schreiber) will each work to generate a list of tasks and repairs already completed since the report in 2015.

- FEH architects have contacted Director Grant to ask for authorization to proceed with the Schematic Design phase of the project. This would require a commitment of \$58,400 and would take approximately two months. Director Grant raised the concern that it might be best to complete the feasibility study and discuss with city officials before proceeding, but opened the discussion to the group. The board decided to focus on fundraising and the feasibility study before continuing with the Schematic Design phase.

### **New Business:**

- During the cleaning and purging of storage spaces, it has come to light that there is also off-site storage of library items (windows, etc). Director Grant requested an inventory of off-site storage locations and items from Perry. The only off-site storage now is the half-moon windows in storage at Ginny's, which have been saved with the intention of using them as a fundraiser.
- Director Grant received a proposal from David Kemp III that he would like to assume the custodial position to clean the library. Our current custodial contract is over \$1000 monthly to ServiceMaster, but is only month-to-month. David Kemp III has made a bid for \$850 per month. **Putnam moved to try out David Kemp on a month-to-month basis. Lenz seconded. Motion carried.**

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

**Perry, seconded by Von Ruden, moved to adjourn. Motion carried.** Meeting adjourned at 6:01 PM.