

Sparta Free Library
Regular meeting of the Board of Trustees
January 9, 2017

The meeting was called to order by President Laura Koll at 6:00 PM.

Members present: Mary Von Ruden, Sandie Perry, Paul Lenz, Terry Putman, Reinhard Mueller, and Amy Bernath. Also present were Youth Services Librarian Aimee Schreiber, Adult Services Librarian Kaycee Henderson, and Director Steve Thiry.

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

Finances: A report of expenditures with comparison to budget for the 12 months ending December 31, 2016 was distributed. The report indicates that Sparta Free Library has expended 8.6% beyond of budgeted expenses. A printed income report reflecting bills paid and income generated in December 2016 was shared. **Bernath, seconded by Lenz, moved to approve the bills. Motion carried.**

Directors Report:

Annual Report: Not enough information has been received from WRLS to begin compiling the Annual Report for 2016.

Facility:

- The front entry camera was replaced, but is not yet functioning. In the process of installation, the front cover for the fountain tank was crushed. The Sparta Streets department provided a manhole cover to serve in its place until a replacement is acquired.
- Ice on the front steps has been a problem, and the railing on the west side is dangerously loose. Water pooling around the railing base is probably the cause. Director Thiry recommended a sign be posted urging patrons to use the lower level entrance when is present. Trustee Perry inquired about the restoration project. Director Thiry noted that the Board might want to re-examine current requirements for the renovation repair, suggesting that the architectural firm selected to draft the expansion/renovation project might be able to provide leads to firms that can better meet our needs.

Financial:

- Unique Management Services, Inc. has collected \$450.87 in fines, and \$851.32 worth of returned materials.
- Monroe County reimbursement to the Sparta Free Library in 2017 will be approximately the same as in 2016.

Handishop Industries: An intern will begin a six-week work program on January 10th. An additional Handishop Industries client, was also provided with a "job shadow" tour of the facility.

Youth Services Report: Youth Services Librarian Schreiber provided an end-of-year summary of youth programs and activities in 2016:

- 38 Teen Programs with 1,139 attendees
- Our first ever Teen Read Week had 33 attendees

- Best Attended Teen-only Program: Teen Crafternoon Mason Jars with 21 attendees
- TAG (Teen Advisory Group) membership = 16, with between 8 and 12 members attending meetings regularly
- 221 Children's Programs, 4,994 attendees
- Best Attended Children's Program: Olympic Craft Day = 70 attendees
- Aimee's Favorite New Program: Groovy Mondays, total attendance across 10 sessions = 315
- Average Craft Day attendance (4 sessions) = 57
- Average Lego Club attendance (12 sessions) = 40
- Noon Year's Eve Party total attendance = 46

Adult Services Report: Adult Services Librarian Henderson provided an end-of-year summary of adult programs and activities in 2016:

- Total number of 2016 programs (adult, youth, and all ages): **369**
- Total number of 2016 programming attendees: **7,352**
- Total number of adult-only 2016 programs: **73**
- Total number of attendees at adult-only programs: **194**
- Best attended adult-only program: Dennis Blocker author visit, **17 adults**
- Tech Tutor: **56** attendees at **51** appointments
- Board in the Library (all-ages): 200 attendees in 12 sessions
- Books on the Big Screen (all-ages): 30 attendees in 5 sessions
- Kayce's best non-series program (all-ages): Star Trek Day, 24 attendees

New Business

Building Expansion Concept Design Proposals: Trustee Mueller proposed that a subcommittee be established to interview both applicants for the project. As the bid from both organizations was very close (approximately \$20,000), the final decision will focus on our comfort level with the vision, communication abilities, and general compatibility with the firms. President Koll advised that if the subcommittee contains 4 or more Board members, public notice must be provided prior to each meeting. **Von Ruden, seconded by Mueller, moved to establish a 3-person subcommittee. Motion carried.** Trustee Mueller will chair the subcommittee. Trustee Von Ruden voiced an interest in serving on the subcommittee. Trustee Bernath also agreed to serve, if no other Board members were willing to do so. President Koll suggested that Board member who might consider serving in Bernath's stead should contact her.

Von Ruden, seconded by Perry, moved to convene in closed session under the exemption set out in Wisconsin Statutes 19.85(1)(c) which reads as follows: considering employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercise responsibility. Motion carried.

Perry, seconded by Putman, moved to reconvene in open session. Motion carried.

Policy:

- A proposed closing policy in the event of inclement weather or emergency was provided by Director Thiry. **Mueller, seconded by Bernath, moved to approve the policy. Motion carried.**

- A proposed revision of the Library Director Job Description was provided by Director Thiry. **Mueller, seconded by Lenz, moved to approve the job description. Motion carried.**

The next meeting will be on the first Monday, February 6, 6:00 p.m. - Library Lower Level – Multi-Purpose Room.

Von Ruden, seconded by Perry, moved to adjourn. Motion carried. Meeting adjourned at 7:20 PM.