

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

The meeting was called to order by President Laurie Koll at 5:03 PM.

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

**Approval of Minutes:** Minutes from the June 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 April 2017 was shared, as well as a list of expenditures with comparison to budget for the same period. **Perry, seconded by Von Ruden, moved to approve the bills. Motion carried.**

**Directors Report:**

Programming: Participation at programs continues to be excellent.

- Youth Services. The Summer Reading program has been a “busy blast.” Average Teen Crafternoon attendance has been in the 20’s; STEM Challenges have averaged 30-40 participants; Sidewalk Chalk Day drew almost 50 people. Events scheduled in July include Family Fort Night (pajamas suggested), and Global Craft Day.
- Adult Services. There has been a strong positive response to Knitting Mondays, with requests to carry the program through the year. Library staff has received feedback noting the change in Reference Desk hours, with patrons expressing a desire for a return to a three-day week schedule on the desk. The plan is to return to that schedule once the new Director is on board. July events include continued Knitting Mondays and film series. All-age storyteller Tracy Chipman will be sharing global narratives at the end of the month.

Operations: Youth Services Librarian Schreiber and Adult Services Librarian Henderson both attended the American Library Association Conference in Chicago in June. In their absence, library staff conducted children’s and teen series programs successfully in accordance with prior discussion and preparation. Trustee Von Ruden asked that Schreiber and Henderson convey the Board’s appreciation to the staff for their excellent work.

Building: Tim Korn was contacted about the painting project he and former Director Thiry had discussed. He confirmed that there was a proposal, but it was vague and unspecific. The staff is now awaiting for a proposal from him for programming room touch-ups.

**Old Business:**

- Director Hiring Process. Shanneon Grant, former Acquisitions Librarian for La Crosse Public Library, has accepted the position as Library Director and will be starting in August. President Koll noted that she contact Ms. Grant about completing in-processing paperwork at City Hall. Trustee Bernath offered to coordinate a meet-and-greet session with City Administrators and the Mayor.

- Revised FEH contract. President Koll advised that she was troubled by the reference to “reimbursables” in the proposed FEH contract and had asked Trustee Mueller to ask FEH to be more specific about those expenses. FEH responded that they estimate an approximate additional \$7,500 in reimbursable costs, bringing the total cost for Phase 1 of the process to around \$25,000. After much discussion, the Board recommended to President Koll that she sign and return the contract to FEH, thereby formalizing the agreement. Trustee Perry provided summaries of the 2015 focus group meetings conducted during the Long Range Strategic Planning process, and recommended they be sent to FEH, in order to preclude a duplication of effort and possibly reduce expenses. President Koll directed that the summaries be forwarded to Trustee Mueller for submission to FEH.
- Steps Project. Sparta’s Historic Preservation Committee approved the proposal for B&B Restorations to repair the front steps to the Library. Work should be completed in August.
- Bike Racks. Adult Services Librarian Henderson reported that costs for new bike racks will be in the \$300-\$400 range. The major decision is whether to put in surface mount or free standing racks. The Board recommended free-standing. Henderson also suggested that the Friends of the Library be approached about funding the project, as well as refreshments for the series of upcoming Library Task Force Meetings. President Koll directed the Friends group be contacted.

**New Business:** The Library Board and staff have been asked by FEH to contact key community members to participate on the Public Advisory Task Force, with a series of five community forums scheduled as follows: August 2 (6-7:30 PM); 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.

Youth Services Librarian Schreiber will distribute a spreadsheet of recommended contacts, identifying which Board/staff member is responsible for contacting each person on the list. FEH also provided a document to serve as a guideline when asking community members to participate. Trustee Bernath offered to convert the somewhat lengthy document into bullets to serve as talking points when making contacts.

**Other Business:**

Trustee Perry noted that young children have been reported climbing on the precipice on the front of the library and expressed her concern about the Library’s liability if one should be injured. Youth Services Librarian Schreiber advised that the staff was unaware of this situation, as the exterior camera on the front of the building is not working. There is a library policy requiring adult supervision of all children in the library.

Trustee Lenz asked if the Monroe County plans to build a new nursing home will impact on County funding for the library. The consensus of the Board is that it will not, as specific minimum funding levels are mandated by the State.

**Items for Future Consideration:**

- Library smoking policy
- Repair of exterior camera in front of the building

The next meeting will be the first Monday, August 7th, 5:00 p.m. – Library Lower Level – Multi-Purpose Room

**Bernath, seconded by Lenz, moved to adjourn. Motion carried.** Meeting adjourned at 5:57 PM.