

**Sparta Free Library**  
**Regular meeting of the Board of Trustees**  
**June 4, 2018**

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

**Members present:** Paul Lenz, Amy Bernath, Sandie Perry, Terry Putman, and Bruce Humphrey. 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 May meeting were distributed. **Humphrey, seconded by Putman, moved to accept the minutes. Motion carried.**

**Finances:** A printed report reflecting May expenditures and income was shared. **Bernath, seconded by Humphrey, moved to approve the bills. Motion carried.**

**Directors Report:**

Programming:

- May was full of field trip visits to the library, and visits to schools promoting summer reading. **351** kids visited, while library staff got the opportunity to present to **1,946** students in local schools! Adult Services Librarian Henderson got to participate in the Meadowview 8<sup>th</sup> Grade Health & Wellness Fair (with **143** students) on June 1. Of particular note was the turnout for the very first Sensory Storytime on June 2, which was geared toward kids with special needs and those who may have difficulty sitting through other storytimes.
- The “Libraries Rock” Summer Library Program kicks off June 11<sup>th</sup>! Adult Services Librarian Henderson and Youth Services Librarian Schreiber presented an overview of all the events and activities they’ve planned for the community, including “Read to Rover” Mondays, children’s movie showings, sidewalk chalk day, professional performances (“Wendy’s Wiggle, Jiggle and Jam” and a David Landau performance), music craft day, a sock hop, teen crafternoons, teen music trivia, a teen lock-in, an art and music program, Wii Karaoke (at City Hall), classic movie musicals, music and movie trivia, book clubs and Knitting Mondays.

Operations:

**Personnel:**

- The training of four substitute library assistants began in mid-May and continues. Subs are now shadowing regular desk assistants. The goal in hiring backup subs is to better manage staffing shortages due to heavy programming or unexpected staff absences.
- **Sales Tax Issues:** It has recently come to Director Grant’s attention that most public library sales, including sales of photocopies and computer printout charges, are subject to Wisconsin sales tax. After reviewing Department of Public Instruction documentation, she consulted City Treasurer, Mark Sund. It was decided that in the future, our

municipality would submit taxes due on our library's behalf. To assist Mark in this process, the library will calculate taxable and non-taxable sales when income is submitted to the City.

- Donation Tracking: Board Treasurer Amy Bernath and Director Grant are scheduled to meet with City Treasurer Mark Sund on June 5<sup>th</sup>. The financial discussion will include tracking building donations and grants, as well as clarifying municipal agreements, IRS authorization forms, and creation of a separate budget line for expenditures from the building fund.
- Winding Rivers Library System (WRLS) Training & Site Visit: As continuing education is required by the state DPI to renew Library Director Certification, Director Grant attends as many local training opportunities as possible to avoid travel expense. Most recently, she attended training through our library system on the topics of Human Resources and promoting staff self-care. She will also be taking part in a webinar June 7 on dealing with substance-abusing patrons in the Library. On June 1, the WRLS Collaborative Consultant visited the library to learn more about the great things we're doing, our challenges, and what the library system can do to support us.
- 2019 Monroe County Reimbursement (for Circulation to Nonresident Borrowers): WRLS has calculated and submitted reimbursement requests on behalf of member libraries for 2019. If Monroe County reimburses us at the same 80% rate as in 2018, Sparta Library's amount would be \$130,584. This is a decrease of \$7033 from 2018 as our non-resident circulation decreased slightly.
- Fine Free Impact: Two more libraries in WRLS are going fine free this summer, meaning these libraries will not charge a late fee for overdue items. There are still charges for damage/replacement of materials. (Trempealeau stopped charging fines June 1, La Crosse will be stopping July 1. Neither Coon Valley nor Ettrick libraries charge fines.) There should be little to no financial impact for Sparta library because fines already stay with the collecting library. However, we are anticipating patron questions and did want our Board members to be aware of the fine free movement that is growing both nationally and locally. The movement comes from the idea that fines adversely affect lower-income populations and are a barrier that can make people avoid libraries altogether.

## **Building**

- Lighting: An estimate has been requested (on three occasions) from Lydon Electric for LED conversion of lights in our building, but an assessment has not yet occurred. A company called Noble Conservation Solutions from Anoka, MN, is working with several city departments, including the library, to increase energy savings. An audit of lights in our facility happened on May 29. Findings will be presented when they return to Sparta to also present to the other departments they are assessing.
- Roof: The most recent leak was in January, when Interstate Roofing, per their description, "removed old caulk on screws and re-caulked the tie-in between the metal

and EPDM roofs.” (EDMP is a synthetic rubber roof membrane.) The caulking was completed with five hours of labor. We have not seen evidence of leaking since. (Interstate Roofing did provide a quote to “strip in 40’ of the low edge of the panels” for \$2,500.00.)

- Restrooms: Director Grant is awaiting an estimate from Roberts Coulee Painting for the re-painting of the public restrooms. The advantage of using this painter is that work would be done after we close on Saturday and finished on Sunday, no disruption would occur for patrons. She has requested Service Plus Heating and Cooling inspect airflow in the public restrooms. As Noble Conservation Solutions also handles HVAC solutions an inquiry was made of them as well. Trustee Humphrey advised that he is certain that he could identify several individuals who would probably also be willing to paint the restrooms the weekend hours. Director Grant will look into other possibilities.
- No Smoking Issues: Norb Brown has staked a proposed spot for the No Smoking sign by the fountain. Excel Energy will need to mark utilities before the sign is installed. Tilling Thyme Garden Club has been working diligently to beautify the flower beds in the front. Due to the plethora of nasty items found in the flower beds, they have requested the library put signs up encouraging proper disposal of cigarette butts. Two cigarette disposal units have been purchased and will be in place soon, along with temporary signage.

#### **Old Business:**

- Sweeney Group Feasibility Study: The first round of interviews is scheduled for June 6 & 7 in the multi-purpose room of the library. Additional interviews are still being scheduled and those occurring after June 7 will take place in the Director’s office. (Jodi Sweeney also attended the Friends of the Library meeting on May 14, using that opportunity for a productive group discussion.) Sweeney Group will be sending surveys to all Board Members and library staff.
- Steps Project: Richard Hundt of B&B Restoration stopped by the library on May 31<sup>st</sup>. He will be coming back to patch a recent breakage in the steps (not previously repaired) as well as a few patches that have “settled.” Mr. Hundt stated that due to the age of the steps, we need to expect continual maintenance. Although we now use less abrasive urea as ice melt on the front steps, there were many years when more corrosive agents were applied, so the damage has been done. When questioned specifically about the step that is slightly different, a concern raised by Trustee Perry, Mr. Hundt recounted his past visit with the Board. He explained that he brought samples for the Board to see ahead of the work, as well as explaining upfront that a perfect match was impossible. He said that the stone in question was not placed as a sample and could not be removed.
- Exterior Mildew Removal: Richard Hundt agreed that the front of the library was far too fragile to pressure wash, but with exception of the very top, he felt the original part of the building was fairly good condition with regard to mildew. His recommendation was to remove the black mildew from the 80’s addition (north, east and west walls) using a low pressure, less than 1500 PSI. He stated the lower pressure would not damage the brick

or the stone on the newer part of the building, but, would become more difficult to remove in time. His estimate for the work is \$2,480.00.

**New Business:** None.

**Items for Future Consideration:** None.

The next meeting will be the first Monday, July 2, 5:00 p.m. – Library Lower Level – Multi-Purpose Room

**Putnam, seconded by Perry, moved to adjourn. Motion carried.** Meeting adjourned at 5:50 PM.

**Sparta Free Library  
Open Library Board Annual Meeting.**

The meeting was called to order by President Laurie Koll at 5:51 PM.

**Election of Board Officers:** The following Board Officers were elected unanimously:

- President: Laurie Koll
- Vice President: Sandie Perry
- Secretary Treasurer: Amy Bernath

The next meeting will be in June 2019 following the regular meeting of the Board of Trustees.

**Bernath, seconded by Perry, moved to adjourn. Motion carried.** Meeting adjourned at 5:54 PM.