

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

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, and 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 February meeting were distributed. **Von Ruden, seconded by Perry, moved to accept the minutes. Motion carried.**

**Finances:** A printed report reflecting February expenditures and income was shared. **Von Ruden, seconded by Lenz, moved to approve the bills. Motion carried.**

**Directors Report:**

Programming: Attendance continues to increase at programmed events. In February, 976 people attended 59 programs.

Operations:

- The Library's Annual Report was completed, signed and submitted on February 14<sup>th</sup>. While circulation was down slightly from last year, numbers of registered users, uses of public interest computers, number of programs offered, attendance at programs, and uses of electronic materials increased. For the first time, wireless internet uses were able to be tracked: 66,400.
- WRLS IT manager made a site visit to Sparta, providing information on available technology services and an explanation of all the tech equipment in the server room, enabling labeling of all components to assist with troubleshooting.
- The February staff inservice day included a visit to the new Holmen Public Library and a tour of the Monroe County Justice Center.
- The Friends of the Sparta Free Library (FOSFL) Book sale will be held at the Barney Center on 16 and 17 March.
- A Volunteer Appreciation Breakfast is planned on Wednesday, 18 April from 9-10 AM. All Board members are invited.

**Building:**

- The FOSFL has donated and installed a hanging quilt rack in the upper level. Local quilters will be approached to display their quilts on a rotating basis.
- The monthly custodial agreement with ServiceMaster expired on February 28. On March 1, Kemp Cleaners assumed the agreement, also on a month to month basis.
- The former periodical storage room 's transition into the Director's office is nearly complete. Furnishings have been added, light panels installed, and Ethernet wiring will be installed soon.

**Old Business:**

- Director Grant and President Koll met with both City Administrators about future renovation/expansion plans. The Administrators expressed their support for the expansion project, and indicated that the Library is "on the right track" in its approach to the project. While a new police station is the current new construction priority, there is the possibility of funding assistance in the 4-5 year range. A briefing to the full City Council will be scheduled, pending input from the Sweeney Group. Annual updates will be scheduled thereafter.

- Jodi Sweeney has begun the information-gathering stage of the campaign feasibility study.
- A separate fund will be set up to accommodate building/expansion donations. Seed money already deposited into our Money Market Account will be transferred into that fund.
- Director Grant, along with Adult Services Librarian Henderson and Youth Services Librarian Schreiber provided an update and overview of the FEH Structural Deficiencies Report. Many of the deficiencies on the list have already been rectified; many others items will not be feasible to accomplish until the expansion project. The total deduction for repairs either made or deemed unfeasible without expansion reduced the estimated original cost by 50%. Director Koll suggested all remaining items be classified as code violations, safety, exterior/building issues, or cosmetic. She recommended the Board review the report developed by the staff and provide input at next month's Board meeting.

#### **New Business:**

- Director Grant presented and proposed an amended Patron Conduct Policy. **Bernath, seconded by Perry, moved to approve the amended policy. Motion carried.**
- Director Grant presented and proposed an amended Weather Closure Policy. Trustee Perry recommended that the policy include the provision that notification of closures be made to local media (radio/television), as well as noted on the Library's Web and Facebook pages. **Lenz, seconded by Perry, moved to approve the amended policy, with recommended changes. Motion carried.**
- President Koll recommended that all Library policies that pertain to the public be posted on the Library's web page.

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

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