

**Sparta Free Library  
Regular meeting of the Board of Trustees  
May 7, 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.

President Koll welcomed Bruce Humphrey to his first meeting as representative of the Sparta City Council to the Library Board of Trustees.

**Presentation of Campaign Study Drafts by the Sweeney Group.** President Koll introduced Jodi Sweeney of the Sweeney Group. Ms. Sweeney outlined the proposed process and protocol associated with the upcoming fundraising campaign feasibility study and facilitated a brainstorming session with the Library Board. Among the topics discussed:

- Goals and objectives of the study
- Identification of study participants (personal interviews, focus groups, questionnaires) as well as key Sparta constituencies (community leaders, donors, local businesses, volunteers, service organizations, prominent families, etc.)
- Review of study materials (initial case statement, letter requesting study participation, and other documents)
- Discussion of study process, including interview/focus group locations, scheduling, obtaining contact information, timeline, etc.

**Approval of Minutes:** Minutes from the April meeting were distributed. **Lenz, seconded by Humphrey, moved to accept the minutes. Motion carried.**

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

**Directors Report:**

Programming: Ninety-four people came to the library April 7th for Spring Craft Day. On April 9th & 10th, twenty-five teen volunteers from High Point helped us out with Lego cleaning and preparing supplies for upcoming programs. Three large tubs of nonperishable food were collected to donate locally as a part of "Food for Fines" during National Library Week. There was a terrific turn out for the Upcycled Herb Garden program which was offered on April 21st as an Earth Day DIY project.

**Operations:**

- Personnel: Interviews were conducted during the month of April for Library Assistant Substitutes. Background checks, personnel forms, etc. are being completed for five of the candidates. Training sessions for subs will occur in May, so subs are ready to fill in when needed for summer and beyond.
- Radio Days: Director Grant had the opportunity to be interviewed for Kiwanis Radio Days on April 27th. She used that platform to re-cap the work that has been done so far regarding the expansion, as well as talk about fundraising efforts and a teaser regarding the possibility of the 100 Women Campaign. The rest of the interview focused on the jam-packed calendar of programs, activities and performers scheduled for the Summer Library Program.

- Staff Inservice Day: The library was closed for staff inservice on April 30th. Some highlights of the day include: a presentation by Jan Bruder of Brighter Tomorrows, a team building activity at Grantie Anne's Studio, a visit to City Hall to learn procedure for using the Council Chambers for future library events, a tour of the locations of Little Free Libraries in Sparta, and continued organization of library storage/work spaces. Staff wishes to express their gratitude to the Library Board for their support of continuing education for all staff members.
- WAPL: Director Grant attended the Wisconsin Association of Public Libraries May 2-4. It was a great opportunity to represent our library, network and brainstorm with other public librarians, and attend some inspiring & educational workshops.
- Friends of the Library: The next meeting of FOSFL is scheduled for Monday, May 14th at 7 pm in the lower level multi-purpose room of the library.

#### Building:

- Friends Projects: Members of our Friends of the Library group installed a rod system into current shelving in the Children's Room so that hanging kit bags could move, freeing up room for the new board book shelving. FOSFL has commissioned a local carpenter to build new custom board book bins which will be arriving soon. Friends also greatly improved the counter behind the upper level circulation desk by adding a stained wooden front.
- Fire Inspections: A fire inspection occurred on April 18th with no violations reported. On April 23rd, Fire Protection Specialists conducted a fire alarm inspection that included the control panel and testing of the alarm system.
- Security Camera: An older camera that views the lower level hallway burned out and needs to be replaced. A new camera is on order and will be installed when the equipment arrives.

#### **Old Business:**

Progress on building maintenance items was discussed. Director Grant advised that her converted office space is complete. Trustee Perry expressed concern about the cleaning of the exterior front of the building, noting that Richard Hundt of B&B Restoration was concerned about potential mildew. Power washing, however, is not feasible. In addition, there is still an area near the front steps (on the fountain side) that B&B Restoration needs to improve. Director Grant will follow up with B&B Restoration about the front steps.

**New Business:** Director Grant will provide Trustee Humphrey with a binder including the Handbook for Wisconsin Public Library Trustees.

#### **Items for Future Consideration:**

- Update on maintenance issues.
- Overview of upcoming summer programming.

The next meeting will be the first Monday, June 4, 5:00 p.m. – Library Lower Level – Multi-Purpose Room

**Bernath, seconded by Perry, moved to adjourn. Motion carried.** Meeting adjourned at 6:22 PM.