

Sparta Free Library
Regular meeting of the Board of Trustees
November 6, 2017

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, 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.

Building/Expansion Survey Results: Kevin Eipperle of FEH Design presented the results of the community survey conducted in September/October. The goal was to acquire 400-600 responses. 860 responses were received, with 538 responding to the majority of the questions. Based on the Advisory Task Force input and the responses to the public survey, the following suggestions were made:

- Proceed with the expansion and update of the Library.
- Further evaluate 2 of the designs developed during the design charrette workshops to understand the best aspects of each and work to develop a solution that includes the best aspects of both.
- Consider acquisition of the property to the North for needed parking and possible building growth.
- Focus on the program and collection aspects that people expressed as most important.
- Keep the momentum going with this process.

FEH recommended the next steps be pursued:

- Present this information to the City Council and communicate the overwhelming support for this project.
- Develop a funding strategy of how the funding will be put in place and from what sources.
- Keep the public informed about the process and each step the Library Board is taking. Develop a communication plan for the public.
- Contact the people that volunteered to assist in a funding campaign. Get them engaged.
- Develop schematic design for the preferred concept that integrates the best preferred aspects of the 2 preferred designs.
- Approach the north property owner about the option of purchase.

Each Board member was presented with a booklet containing outcomes of all aspects of the Design Charrette process, Advisory Task Force meetings, and community survey results. Three additional copies will be made available at the Library's circulation desk for community members to peruse.

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

Finances: A printed income report reflecting income generated in January through October 2017 was shared, as well as a list of expenditures with comparison to budget for the same period. **Von Ruden, seconded by Bernath, moved to approve the bills. Motion carried.**

Two CD's come due in November. **Lenz, seconded by Von Ruden, moved to allow the CD's to auto renew. Motion carried.**

Directors Report:

Programming: 59 programs were conducted, with 1068 participants in October. November's programs include a BYOB (Bring Your Own Book) Club and a Stuffed Animal Sleepover.

Operations:

- Staff Development: Adult Services Librarian Henderson and Youth Services Librarian Schreiber attended the Wisconsin Library Association Conference October 17-20. Director Grant attended a second WRLS director orientation, a WRLS planning session and a WRLS webinar in October
- Friends of the Sparta Free Library: The October book sale brought in \$1350. Library leadership met with the Friends leadership to discuss potential schedule/location for future events; current "wish list" projects to be sponsored by the Friends; materials sorting procedure for future book sales; DVD shelving project funding through recent donation to Friends; approval for Friends funding of 75 padded folding chairs and dollies. Orders were placed for shelving units and chairs.
- Building: Interior and exterior windows were cleaned in October. An estimate of \$525 for drywall repair and painting in lower level multi-purpose room was acquired, with firm schedule date pending. Early October rains caused more leaking in the magazine room, the source of which was repaired by Interstate Roofing. Light bulb replacement project is nearing completion.

Old Business:

- Budget Update. Director Grant presented the proposed Library Budget to the City Budget Committee on October 4th. Monroe County has passed 80% reimbursement rate for Library services. Director Grant will relay that information to the City Treasurer.
- Outside Maintenance Update. Service Master has added outside trash pick-up as needed, without additional charge to the existing contract. Norb Brown is still working on exterior No Smoking signs. New outdoor trash receptacles are now in place. The fountain has been cleaned and closed for the season. Per Chief of Police Kuderer, no recent problems around the fountain area have been reported.
- A donor spreadsheet has been developed to track contributions to the Library.
- A proposed Backup Substitute/Stopgap Volunteer Coverage Policy was presented. **Bernath, seconded by Perry, moved to approve. Motion carried.**
- A proposed Time Off Awards Policy was presented. **Perry, seconded by Bernath, moved to approve. Motion carried.**

New Business: President Kohl asked all Trustees and Library staff to review the FEH community survey results to identify areas where additional sorting of demographics of respondents would be of interest and use. ‘

Other Items for Future Consideration: President Kohl advised that the Board focus on the Library Expansion Project Process: how to involve volunteers; when to address the City Council; etc.

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

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