

Sparta Free Library
Regular meeting of the Board of Trustees
October 2, 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, Reinhard Mueller. Also present were the Sparta Library Director, Shanneon Grant and Youth Services Librarian Aimee Schreiber. Trustee Terry Putman was excused.

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

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

Two CD's come due in November. Treasurer Bernath and Director Grant will present options at the November meeting. Expenses associated with the FEH project are coming out of the Money Market Account.

Directors Report:

Programming: Number of programs and attendance at programs both continue to rise. Story time hours are particularly exceptional, with over 40 attendees at one session. A Headstart partnership has been forged. Coordinated ESL sessions with Lugar de Reunion continue. The final Building/Expansion Community Forum drew 36 participants. Unfortunately, the Retirement Classroom programs scheduled in September was cancelled by the presenter. Fortunately, however, the staff was able to identify an ASL interpreter in the area that can be contacted for future sign language interpretation needs.

Operations:

- Adult Services Librarian Henderson and Youth Services Librarian will be attending the Wisconsin Library Association Conference October 17-20.
- The Chamber of Commerce's monthly Business After 5 event will spotlight nonprofit organizations in October. Director Grant will attend, promoting the Library.
- Friends of the Sparta Free Library is conducting its biannual Book Sale on 13 and 14 October at the Barney Center.
- Temporary "No Smoking" signs have been placed by the back entrance and fountain area. Director Grant is still pursuing acquiring more permanent signs.

Old Business:

- Budget Update. Director Grant will be presenting/defending the Library's proposed 2018 budget at the October Finance Committee meeting.
- Outdoor Maintenance. Round cement garbage cans, holding removable plastic trash bags inside, have been ordered from a firm in La Crescent at a cost of \$395 a piece,

plus \$40 delivery fee. City Administrator Sund has assured Director Grant that the city will arrange for regular trash pick-up. Director Grant asked for Board input on placement of the new garbage cans. The Board recommended one be placed near the book drop area and one in the fountain area.

- Steps Project/Proposal for Exterior Stone Pressure Washing. The cost of repairing the front steps was \$7,000. The repairs were completed by Richard Hunt and his crew. He has submitted a quote for \$2480 for power washing the facility. Concern was expressed about possibly harming the brick work. **Mueller, seconded by Perry, moved that we ask FEH about the suitability of power washing and that the table the issue until 2018. Motion carried.**
- Expansion/Renovation Community Forums: The survey portion of the FEH project is underway. The firm has indicated they are hoping for at least 500 respondents. Director Grant advised that FEH has yet to provide information about masking IP addresses for surveys taken on the Library computers. Paper copies are being made available to all patrons. Youth Services Librarian Schreiber offered to send Library Trustees the link to the survey form to send to community members.

New Business:

- Director Grant provided a proposed Donation Policy. **Perry, seconded by Mueller, moved to accept the policy with one change. Motion carried.**
- A list of proposed Holiday and other library closing dates for 2018 was presented. **Bernath, seconded by Mueller, moved to accept closing dates. Motion carried.**
- Director Grant advised that the heightened level of activity and attendance at the Library is straining the limits of existing staff. Staff members do accrue compensatory time off, but finding the time to actually take the time off is problematic. She asked the Board to consider the following options:
 - Establish a Backup Substitute List. We currently have one very reliable substitute, but no backups. A concern was expressed as to how the backup subs would be vetted. Director Grant assured the Board that candidates would be interviewed and that background checks would be made.
 - Train a limited number of Library volunteers to assist with basic circulation desk duties. Volunteers would primarily be used when staff members are conducting programs.
 - Authorize incentive time off awards for exceptional service and performance by Library staff.

The Board advised that the details surrounding the practice of recruiting, training, and scheduling substitutes and volunteers should be documented. Trustee Mueller noted that whereas he acknowledges the potential merit of incentive time off awards, guidelines and eligibility requirements need to be fleshed out. Director Grant will pursue these actions.

Other Items for Future Consideration

- Trustee Perry stated that an art deco clock from the estate of Margaret Newton-O'Hara has supposedly been willed to the Library. She asked that the Board advise her if any information regarding the clock is acquired.
- The Board recommended that Director Grant contact the *Monroe County Herald* to post information about the November Board meeting, where FEH will be addressing the Board regarding the renovation plans.

The next meeting will be the first Monday, November 6th, 5:00 p.m. – Library Lower Level – Multi-Purpose Room

Bernath, seconded by Von Ruden, moved to adjourn. Motion carried. Meeting adjourned at 5:58 PM.