

**Sparta Free Library**  
**Regular meeting of the Board of Trustees**  
September 11, 2017

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

**Members present:** Mary Von Ruden, Paul Lenz, Amy Bernath, Terry Putman, Sandie Perry, Reinhard Mueller. Also present were the Sparta Library Director, Shanneon Grant and Youth Services Librarian Aimee Schreiber.

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

**Finances:** A printed income report reflecting income generated in January through August 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.**

**Directors Report:**

Programming:

- Adult Services Librarian Henderson instructed 6.5 hours of English as a Second Language at Lugar de Reunion, and provided 2.75 hours of one-to-one technology tutoring.
- Youth Services Librarian Schreiber assisted with Space Camp at the Deke Slayton Museum. Lego Club and storytime continue to draw around 30 participants per session.
- In recognition of National Library Card Month, the library offered free replacement cards for the entire month.

Operations:

- Director Grant attended New Director Boot Camp August 16-18, and began the first of new director orientation meetings conducted by Winding Rivers Library System.
- Staff visited the historic Public Library in Winona MN during staff development training.
- Friends of the Sparta Free Library met on August 21<sup>st</sup>. It was the first meeting since the new group's new Board of Directors was elected. Staff communication with President Trish Shecterle continues regarding plans for future Friends events and possible projects Friends might consider sponsoring.
- Records of past donations have been gathered in various forms and locations. A more consistent and cohesive format for documenting donations is being developed.
- A letter explaining parental responsibility for items checked out by children and teens, criteria for selection and retention of materials, as well as a copy of the library's Collection Development Policy were sent via certified mail to the individual who had submitted a Request for Reconsideration of Library Materials. To date, the library has not received a request to continue the process with a Review Committee.

- Work has begun on the preliminary 2018 Budget. The City Treasurer has requested specific budget lines prior to the City Council's Budget Committee hearings on 3-4 October.

#### Building:

- Choice Security replaced the burned out camera in the DVD room, as well as the battery in the video panel, and also added an exterior camera that covers the exterior fountain area
- .Norb Brown was contacted regarding a no smoking sign for the fountain area. He is extremely busy, but will forward a sketch of a preliminary design when time permits. The staff has posted no smoking signs at both entrances to the library.
- Korn's Custom Painting submitted a proposal for painting the Director's Office (formerly the Teen Room), which was accepted. Scheduling is pending. Drywall patching and painting of the downstairs multi-purpose room will be scheduled separately.

#### **Old Business:**

- Outdoor Maintenance. We have yet to receive a response from our current custodial providers about including exterior trash-pick up in their contract. Trustee Perry advised that, as a minimum, we should expedite acquiring a garbage can for outside the library. Youth Services Librarian Schreiber has researched trash containers. Trustee Perry recommends we should inquire if city maintenance crews could remove garbage can liners once the new trash recepticals are in place.
- Richard Hundt and crew have completed the front steps project
- Expansion/Renovation Community Forums: Participation was strong, with the headcount between 31-35 at each of the three sessions held in August. The Monroe County Herald will attend and report on the upcoming forum on September 18<sup>th</sup>.

#### **New Business:**

- Director Grant advised that a significant gap exists between the hourly wages paid to the full time Library Assistants and the Substitute Library Assistant, although the job descriptions are identical. She inquired about how to correct that discrepancy. President Koll and Treasurer Bernath recommended she include the change in the proposed 2018 budget.
- An ASL Interpreter request has been received for the Retirement Classroom sessions scheduled on September 27<sup>th</sup>. The library must comply with the request.

#### **Other Items for Future Consideration**

- Trustee Lenz inquired about installation of the new flag pole. Trustee Mueller said he will see to it, now that the gardening season is over.
- President Koll noted that she has been contacted by representatives of the Sparta Area Theatre & Arts Guild requesting that any plans for library expansion and renovation include spaces for visual arts exhibits.

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

**Bernath, seconded by Von Ruden, moved to adjourn. Motion carried.** Meeting adjourned at 5:50 PM.