

**Sparta Free Library
Regular meeting of the Board of Trustees
August 6, 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 Kayce Henderson and Youth Services Librarian Aimee Schreiber. Trustee Reinhard Mueller was excused.

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

Bernath, seconded by Lenz, moved to adjust the agenda and place teen room policy in front of closed session. Motion carried.

The current policy states that the teen room is exclusively available to teens. A situation occurred recently when an adult caretaker, accompanying a teen with a medical disability, was asked to vacate the teen room. The parents of the teen spoke in support of changing the current policy to allow adult caretakers access to the teen room. Director Grant presented a revised teen room policy. **Bernath, seconded by Putman, moved to approve the revised policy. Motion carried.** The Board thanked the parents for their patience and assistance with facilitating this change.

Humphrey, seconded by Perry, moved to convene in closed session under the exemption set out in Wisconsin Statutes 19.85 (1)(f). Motion carried. Closed session convened at 5:08 PM. **Bernath, seconded by Humphrey, moved to adjourn the closed session and reconvene again in open session. Motion carried.** Open session reconvened at 6:10 PM.

Trustee Humphrey, the City Council representative on the Library Board, strongly recommended that the Board draft the resolution for City Council, and volunteered to chair a subcommittee to prepare the draft. Trustees Bernath and Perry agreed to serve on the subcommittee.

President Koll recommended that a special meeting of the Board of Trustees be scheduled to review the resolution proposal prior to submitting it to City Hall. **Bernath, seconded by Lenz, moved to schedule a special Board of Trustees meeting on Monday, August 27th at 5 PM. Motion carried.**

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

Directors Report:

Programming:

The second performance of the summer featured David Landau on July 3 and brought **55** to the Barney Center. Gratitude goes out to Friends of the Library for sponsoring that event. **65** people attended Music Craft Day on July 11th, **52** enjoyed the Sock Hop on the 28th, and **50** people participated in the Groovy Mondays Dance Party on the 30th. For adults, programming included another round of music trivia on the 30th. (Our next trivia night is scheduled for September 17th.) An Art & Music Program was offered on Aug. 3rd, giving folks of all ages an opportunity to create different pieces of art inspired by different genres of music. Youth Services Librarian Aimee Schreiber once again helped with morning Space Camp activities the

week of July 30-Aug. 3. Adult Services Librarian Kayce Henderson continued to see demand in July for tech tutor appointments from those seeking help with laptops, Facebook, Badgerlink resources, camera phone and email, as well as providing test proctoring and ESL Classes.

Upcoming: After some disappointing no shows for July appointments, Myron Daubert of the Wisconsin Workforce Development Office plans to again offer individual help for job seekers on August 9th. Summer Library Program officially ends August 11th. The second Sensory Storytime is coming up August 18, which is the same date for the popular Teen Lock-In event.

Operations:

- Audit of Cardholder Records: Staff has begun the process of checking patron addresses against residency codes in our patron database. The purpose is to ensure database quality when County Reimbursement funding is calculated utilizing residency codes.
- Teen Room Incident: As first reported by email to the Library Board on July 12, a juvenile male displayed a stolen, loaded handgun to four teens in the teen room. Until police requested security footage, library staff was not aware that the incident occurred in the library, or on library grounds. Security footage was provided to the investigating officer. The handgun was recovered offsite, and the offender was taken into custody in another location. We are emphasizing that police handled the situation and it was resolved safely.
- Elimination of WRLS Resource Grants: As expected, the Winding Rivers Library System Board voted to eliminate resource grants during their meeting July 25th. Phasing out of grants began in 2014, in favor of increasing and improving system services. Amounts have been decreasing annually in preparation for eventual elimination.

Building

- Spot Cleaning: Dave Kemp will be doing spot cleaning of carpets (and upholstered furniture if time permits) after we close on August 14th & 15th.

Old Business:

Update on Priority Building Projects

- Exterior Mildew Removal: Richard Hundt of B&B Restorations completed this project on August 1st.
- Noble Conservation Solutions/LED Conversion: A pre-installation walk through of all Sparta buildings is scheduled for August 7th.
- Painting of Public Restrooms: Scheduled for closed hours on the weekend of August 25th & 26th. Brad Erickson has submitted proof of insurance required by the City of Sparta and will be doing the painting for us.
- Roof Maintenance: Interstate Roofing completed the roof maintenance project on August 6th.

New Business: Sweeney Group Feasibility Study

The feasibility study is completed. A copy was provided to each Board Member. A revised building design concept that incorporates the features that were of highest priority was acquired from FEH Design.

Director Grant and Jodi Sweeney met with the City Administrators and Mayor to discuss the proposed renovation/expansion project. The meeting was very positive and the city officials expressed their support for the project. Mayor Button stated that he intended to present an official resolution of intent to support the project to the City Council as early as September.

President Koll and Director Grant met with City Councilman Kevin Riley to provide information on expansion process.

Items for Future Consideration:

President Koll urged all Trustees to review the Sweeney Group feasibility study and be prepared to discuss Board involvement with the fundraising process at the next meeting, to include developing policies for fundraising.

The next special meeting will be Monday, August 27, at 5:00 PM – Lower Level – Multi-Purpose Room.

The next regular meeting will be the first Monday, September 10, 5:00 PM – Library Lower Level – Multi-Purpose Room

Putnam, seconded by Perry, moved to adjourn. Motion carried. Meeting adjourned at 6:27 PM.