

Sparta Free Library
Regular meeting of the Board of Trustees
December 3, 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 November meeting were distributed. **Perry, seconded by Putman, moved to accept the minutes. Motion carried.**

Finances: A printed report reflecting November expenditures and income was shared, as well as a financial statement reflecting year to date actual expenditures as compared to budget projections. **Bernath, seconded by Humphrey, moved to approve the bills. Motion carried.**

Directors Report:

- Programming

November Programming Highlights: Overall monthly program attendance was 997. Twenty-three parents and children came out for Parenting Classes at the library in November. Great participation in Adult Arts & Crafts for holiday card making, as well as Kriskindlmarkt Craft Day, which had 130 attendees.

Upcoming Programing: Adult Arts & Crafts: DIY Tree Ornaments on December 11th, 10:00-11:30 am; WE ARE SPARTA: Better Together Celebration on December 13th, 6:00-7:30 pm; Chilly Craft Day: December 28th, 2:00-4:00 pm; Noon Year's Eve Party: December 30th, 11:00 am – 12:30 pm.

December Closed Dates: December 17 for staff development; December 23-25, December 30-January 1 for holidays.

- Operations

Kiwanis Presentation: Director presented to Kiwanis on December 13th. Presentation included update on expansion and fundraising campaign, but specifically focused on the changing role of libraries with an emphasis on technology and community. It covered many programs & services provided. It included a plethora of photos to demonstrate our need for space, as well as showing the amazing things we do in the space we have!

Continuing Education: Director attended WRLS sponsored training in Tomah on November 15th. Topic: Navigating a Still-Gendered World by Former Lieutenant Governor Barbara Lawton. Strategies will be shared with library staff at our December 17th staff development day.

Monroe County Initiatives: Director attended meeting of Monroe County Librarians on being Dementia Friendly. (ADRC will also present to full staff in December.) Staff members Paula Steigerwald and Amy Weisenberger attended a meeting of the Monroe County Housing Coalition. Lack of services in our county leads to library staff trying to help patrons struggling with housing insecurity.

- **Building & Grounds:**
LED Conversion Project Update: Noble Conservation crew is planning to do the library conversion/installation on 12/4 or 12/5. They plan to begin with setup in the afternoon and work through the overnight to complete.

Old Business:

Campaign Planning Update: Meetings of the 100 Extraordinary Women committee and the Campaign Planning committee were held on Nov .12 and 16, respectively. Director Grant and Trustee Bernath have evaluated donor software programs and selected Bloomerang. A separate account has been set up for the Friends of the Sparta Free Library Building Fund at Union National Bank. Community members are being recruited to comprise the Honorary Campaign Committee.

Work continues on many campaign material and identifying potential donors.

Jodi Sweeny will return to Sparta to meet with the Extraordinary Women committee and the Campaign Planning committee on January 10th.

Consideration of Gift Acceptance Policy: Director Grant presented a proposed Gift Acceptance Policy. Trustee Bernath requested that the Board table the issue until the January meeting to provide Trustees time to read and review the proposal.

New Business: Director Grant presented the proposed list of Holiday and other library closing dates for 2019. **Humphrey, seconded by Bernath, moved to approve the closing dates. Motion carried.**

Items for Future Consideration: None

The next meeting will be the first Monday, January 7, 5:00 p.m. – Library Lower Level – Multi-Purpose Room

Humphrey , seconded by Putman, moved to adjourn. Motion carried. Meeting adjourned at 5:27 PM.