

**Sparta Free Library
Regular meeting of the Board of Trustees
April 2, 2018**

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, and Terry Putman. Also present were the Sparta Library Director, Shanneon Grant, Adult Services Librarian Kaycee Henderson and Youth Services Librarian Aimee Schreiber.

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

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

Directors Report:

Programming: In March, 913 people attended 61 programs. Library Storytimes have drawn more attendees recently, matching higher attendance numbers usually seen during busiest summer months.

Operations:

- The Friends of the Sparta Free Library Book Sale conducted in March brought in \$1400.
- Substitute Library Assistants are being recruited. Resumes have been received from four strong candidates. Interviews will be conducted soon.
- Director Grant will be attending the Wisconsin Association of Public Libraries Conference in Pewaukee from May 1-4, where she is also serving as Registration Chair.

Building:

- Repairs were done by Sure Plumbing in the toilet of the staff bathroom of the upper level.
- Lydon Electric made several visits to the Library in March to replace ceiling bulbs, complete wiring work in the Director's office, and repair a safety light in the foyer of the lower level entrance. Director Grant will approach Lydon Electrical about the costs associated with doing a scheduled annual replacement of all ceiling bulbs.

Old Business:

- Priority items from the FEH Structural Deficiencies Report were identified as follows: public restrooms; monitoring the status of the roof; safety considerations (fire extinguishers, smoke detectors, etc.); and indoor signage.
- Director Grant submitted amendments to the Library's Weather Closure Policy. **Bernath, seconded by Von Ruden, moved to approve the amendments. Motion carried.**

New Business:

Director Grant provided draft documentation developed by the Sweeney Group (letter requesting interviews, confidential questionnaire for interviews, brainstorming session agenda) and a planning study protocol. It was decided that the recommended community-wide written

survey should be postponed, as the community has been inundated with surveys recently. A targeted mailing to new housing areas might be worth pursuing, however.

The make-up for two focus groups is being considered. City Councils often serve as focus groups. President Koll recommended the Board identify community members and organizations that would bring fresh insights into our fundraising endeavors to be brainstormed at the May Board meeting. Director Grant will invite the Sweeney Group to present the draft Campaign Study at that meeting.

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

Bernath, seconded by Mueller, moved to adjourn. Motion carried. Meeting adjourned at 5:48 PM.