

**Sparta Free Library
Regular meeting of the Board of Trustees
September 10, 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, Reinhard Mueller and Bruce Humphrey. Also present were the Sparta Library Director, Shanneon Grant, Adult Services Librarian Kayce Henderson and Youth Services Librarian Aimee Schreiber.

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

Finances: A printed report reflecting August expenditures and income was shared. Director Grant noted that the expenditures sheet indicates we were overspent compared to projected year-to-date expenditures. Payments to B&B Restoration and Interstate Roofing (\$4,867) will be reimbursed from the Library's contingency fund. Other payments (\$5,500) will be reimbursed by a grant from LSTA. Trustee Mueller asked how the Library accounts for those discrepancies. Director Grant explained that additional income will offset additional expenses. **Mueller, seconded by Lenz, moved to approve the bills. Motion carried.**

Directors Report:

Programming:

Youth Services Librarian Schreiber reported that August 11th marked the end of another successful Summer Reading Program (SRP). Adult and teen participation increased significantly over previous years.

August was also a huge month for English as a Second Language (ESL) offerings at the library. Adult Services Librarian Henderson provided over twelve hours of ESL classes at the library this month. 16 people came for the Art & Music program, and there is a lot of interest in the Adult Arts & Crafts programs coming up for fall.

September is Library Card Sign-Up Month. The Library will be waiving the cost of lost and replacement cards. Cards for new accounts are always free. Beatles Trivia on the 17th. At the end of the month, there will be three discussions of Zoraida Cordova's novel, Labyrinth Lost. Copies of the book as well as the author visit October 5th are provided by the LSTA grant.

Director Grant expressed her increasingly positive impressions of the dedication and teamwork exhibited by every member of the staff.

Operations:

Shoutbomb Text Service: Although patrons can still sign up for either email or phone notifications when they register for a library card, there is an additional option for those who prefer it. The new text notification service is now live. Patrons need to sign up for it themselves.

Resolution in Support of Library Expansion: The board-approved draft resolution went before the Finance Committee on September 5th with Library Board President Koll and our City Council representative Trustee Humphrey present to speak in support and help answer questions. It will go before City Council on September 19th. The meeting is at 6:30 for as many Library Board members who can attend.

Old Business:

Update on Priority Building Projects

Noble Conservation Solutions/LED Conversion: A pre-installation walk through of the library was completed on August 7th. This time the VP Todd Leonard was accompanied by an electrician. In the original consultation, there were questions about the uplighting that borders the skylight on the upper level and those fixtures were not included. The electrician stated it could be retrofitted as well.

Painting of Public Restrooms: Painting was completed by Brad Erickson in a timely and efficient manner.

Roof Maintenance: This project was completed last month and there were no water leaks from the library roof after recent significant rainfall amounts.

New Business: Director Grant presented a Sweeney Group Proposal for Campaign Planning, outlining the services to be provided with both planning and implementation of an 18-month fund-raising campaign in support of the library expansion and renovation. The goal is raising a minimum of \$1.5 million of the projected \$5 million required for the project. (The Sparta City Council will be voting on a resolution of support stating intent to fund the remaining 70% of cost on September 19th.) Compensation outlined in the Sweeney Group proposal will be \$4,750 per month over the 18-month campaign. (\$85,500, plus expenses)

Trustee Bernath stated that the Library has nearly \$100,000 in assets available and noted that no one on the Board of Trustees seems to have the necessary experience or skills in fundraising at this level and that hiring a professional seemed not only advisable, but necessary. Trustee Perry expressed her discomfort with depleting such a large percentage of the Library's assets. Trustee Humphrey, describing his prior experience with procuring funding at the State level, volunteered to pursue those options to assist with the project. Trustee Mueller advised that approving the Sweeney proposal is the next logical step in this process. **Mueller, seconded by Humphrey, moved to approve the Sweeney proposal contingent on City Council approval of the resolution of support and intent for funding. Motion carried unanimously.**

Trustee Humphrey stated that he feels the Sweeney Campaign Planning Study Final Report should be made public. Director Grant noted that there is a summary of the report already posted on the Library's web page. President Koll advised that she will confer with the City Attorney to determine if the entire document, or a redacted version (without names), should be made public.

Items for Future Consideration: Policies, strategies, and procedures need to be developed regarding how to handle the entire fundraising project. Library CDs at Union National Bank mature in November and December.

The next meeting will be the first Monday, October 1st, 5:00 p.m. – Library Lower Level – Multi-Purpose Room

Mueller, seconded by Putman, moved to adjourn. Motion carried. Meeting adjourned at 5:40 PM.