

**Sparta Free Library  
Regular meeting of the Board of Trustees  
November 5, 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 and Adult Services Librarian Kayce Henderson.

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

**Finances:** A printed report reflecting October expenditures and income was shared, as well as a financial statement reflecting year to date actual expenditures as compared to budget projections. As of the end of October, the Library has spent 82% of its budget projections. **Mueller, seconded by Humphrey, moved to approve the bills. Motion carried.**

Director Grant noted that the Library has one CD coming due in November (approximately \$14,000), and one in December (approximately \$13,000). The Board had already decided that these funds should be dedicated to the building renovation/expansion project. **Mueller, seconded by Lenz, moved that the CD's be liquidated and that a new, separate bank account be opened for renovation/expansion expenses. Motion carried.**

**Directors Report:**

- Programming  
October Programming Highlights: 81 people attended the grant sponsored Cordova Author Visit on October 5<sup>th</sup>. On the 8<sup>th</sup>, 100 people participated in Harvest Craft Day. Star Wars Reads day on the 13<sup>th</sup> brought 47 to the Deke Slayton Museum. Capping off a terrific month of library programs, participation in the Costume Contest more than doubled from last year with 144 folks of all ages participating. We had great crossover publicity by partnering with downtown's Trick or Treat event and sharing Facebook posts about each other's coinciding events.

Upcoming: Later this evening at Meadowview Middle School, another grant sponsored author visit from Daniel Jose Older. Elvis Trivia Night on November 7<sup>th</sup> and Job Seeker Help from Workforce Development on the 8<sup>th</sup>.

- Operations

FOSFL Booksale: Friends reported sales of \$1600 at the fall sale.

Wisconsin Library Association Conference: Youth Services staff members April Anderson and Aimee Schreiber reported their experience at the conference as a great way to connect with colleagues, keep current on library trends, and be inspired to try out new ideas at our library. Aimee presented on a panel and represented the library on the Wisconsin Children's book award committee. Director Grant attended leadership meetings of the state's public library board, earned continuing ed. credits for session attendance, and was able to touch base with FEH and our Envisionware vendor.

- **Building & Grounds**

FOSFL Interior Projects: Prep work has begun on re-surfacing the orange top on four computer carrels on the upper level. DVD shelving is being assembled and reinforced. We are once again grateful for the help from our fantastic Friends group.

LED Conversion Project Update: Noble Conservation was contacted by city administration regarding timeframe of installation. Because this project is city wide and involves many buildings, installation is being delayed until all supplies are available to complete all the city buildings.

Exterior Updates: Sparta Street Dept. came to the rescue to remove a dangling broken tree branch that posed a potential safety hazard. Also, they were expedient in handling a street light pole on library grounds that came down earlier this month. The fountain has been turned off and drained for the winter season. B&B Restoration patched one of the front steps where a large chunk of concrete had broken off.

Trustee Humphrey volunteered to provide weed removal services around the sidewalk areas this summer. His services will be provided free of charge.

### **Old Business:**

**Fundraising Update:** Meetings of the 100 Extraordinary Women committee and the Campaign Planning committee were held on October 22<sup>nd</sup>. Jodi Sweeney will be back in Sparta to continue work with both committees on November 12<sup>th</sup> and 16<sup>th</sup>.

- **100 Extraordinary Women** meeting Nov. 12<sup>th</sup> 5:00-7:00 at Sparta City Hall Council Chambers
- **Campaign Planning Committee** meeting Nov. 16<sup>th</sup> 10:30 at Sparta City Hall Council Chambers

In the meantime, work is being done on many campaign material drafts with the new slogan "**Enduring Legacy; Enhancing Community.**" Director Grant and Trustee Bernath will evaluate donor software programs, and the Honorary Committee is being formed. Revisions to the action plan/timeline, as well as Frequently Asked Questions documents are also in the works.

A press release announcing the Sparta Kiwanis Club's 5 year pledge of \$50,000 to the library will be forthcoming. Director Grant will be giving an informational presentation about the library at the meeting on November 13<sup>th</sup> which coincides with the club's membership drive.

**Gutters:** Director Grant stated that she has asked City Hall about the status of cleaning gutters, and has not yet received a response.

### **New Business:**

- Jodi Sweeney provided two quality examples of gift acceptance policies. President Koll and Trustee Putman volunteered to assist Director Grant with reviewing the policies and will present their findings and recommendations at the December Board meeting.
- Trustee Perry advised that we will need a new Christmas tree for the upcoming Holiday season. She further volunteered to coordinate decorating activities.

**Items for Future Consideration:** None

The next meeting will be the first Monday, December 3, 5:00 p.m. – Library Lower Level – Multi-Purpose Room

**Mueller, seconded by Humphrey, moved to adjourn. Motion carried.** Meeting adjourned at 5:34 PM.