

Sparta Free Library
Regular meeting of the Board of Trustees
January 7, 2019

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 Kaycee Henderson, and Youth Services Librarian Aimee Schreiber. Trustee Reinhard Mueller was excused.

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

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

Directors Report:

- **Programming**

December Programming Highlights: A full schedule of programs, including events over the school district's winter break, were conducted in December. Among these were Bricks & Flicks (families were invited to watch the Lego Batman movie and build with the library's Lego collection) which had 34 attendees and the annual Noon Year's Eve Party which drew over 80 participants. Adult Arts & Crafts and Book Club had strong turnouts at 11 and 12 respectively, despite proximity to the holidays. Additionally, multiple class visits were welcomed to the library for winter or holiday themed storytimes, including 50 Lawrence-Lawson kindergartners for Polar Express storytimes. Overall the December program attendance was 1,034 people.

Upcoming January Programming: A new program, Little Om Yoga, has kicked off and the first week was very successful. It will run four sessions in January, filling the usual Thursday morning storytime slot while storytimes are on hiatus. After a successful introductory session a few months ago, a second Sensory Storytime happened on January 5th. A Pete the Cat Party is coming up on Saturday, January 19, which will include games, stories, snacks, and more. Standard programs in January, including, Groovy Mondays, Lego Club, Teen Crafternoon, and Teen Advisory Group will continue. The winter reading program, Hot Reads for Cold Nights, kicked off on 7 January and runs through March 2nd with patrons receiving prizes for turning in book reviews over the winter months. Also upcoming for adults is a Michael Jackson Music Trivia Night on January 21st, and the return of regularly scheduled Knitting Mondays. A new "Pay it Forward" fine reduction program has been initiated.

- **Operations**

WRLS Network Advisory Committee News: After several months of demos and trials, WRLS directors voted on the purchase of two new online resources which will soon be available to patrons in our system. These subscriptions are being funded through system grants, so WRLS fees are not currently impacted by their purchase. They are: 1) Mango Languages, which provides self-guided foreign language instruction for over 80 languages and 2) A to Z databases, which provides access to address and telephone information for businesses and residences nationwide among many other reference tools and features. The committee was

given a presentation on the progress of the state's ongoing Public Library System Redesign process including six recommendations stemming from director surveys and the work of several steering committees. The overall goal is to make library services more equitable throughout the state.

Staff Development Day: On December 17th, the regularly scheduled staff participated in a full day of training. A presentation from Monroe County Aging and Disabilities Resource Center helped staff learn about being a dementia-friendly library. They learned about the many types of dementia, as well as strategies to better communicate and serve this growing population. Adult Services Librarian Henderson helped other staff members explore some online databases to which they have access, but were unfamiliar. They used these resources to answer questions in an online scavenger hunt that helped build staff confidence. This included a look at Google Translate and Mango Languages. Youth Services Librarian Schreiber guided them through an activity where they looked at the impact of stereotypes of diverse populations, what services our library currently provides, and what other libraries are doing to be inclusive and welcoming to everyone. The staff brainstormed what they could do and are currently implementing some of the strategies they came up with collectively.

Staff Computers: Thanks to the generosity of our Friends group, two failing staff computers were replaced. The new units were prepared by WRLS and sent to our library the last week in December. Adult Services Librarian Henderson was instrumental in working with WRLS tech support to complete the setup process and ensure connection to receipt printers and our local network.

- **Building & Grounds:** LED Conversion Project Update: Noble Conservation completed the conversion project. Some fixtures were able to be converted while others were replaced with entirely new fixtures. Most of the fixtures on the upper level are new and it is a noticeable improvement, particularly in the circulation desk area.

Old Business:

Campaign Planning Update: Director Grant provided the following information:

100 Extraordinary Women Committee and Campaign Planning Committee meeting were held on December 12th. Both committees will meet again at City Hall on this Thursday, January 10th.

Campaign planning committee is working on finalizing the honorary committee. Many members have committed, more are being recruited by members of the campaign planning committee. Greg Evans has also joined Campaign planning. Letters are being sent to potential honorary members providing information about the campaign, duties, and an informational event being planned for late February/early March. Nancy and Skip Frazee, and Barbara Rice will be hosting this event where we will share conceptual drawings, informational brochures, etc.

Work continues on many campaign materials. Several drafts of Frequently Asked Questions, Donation Forms, talking points, etc. have been through several revisions over the past month. Director Grant is continuing to investigate and gather cost estimates for a videographer for a campaign video.

A campaign brochure draft was provided to a designer at Evans Printing. The library has been sent an initial proof which we hope to finalize and have 250 brochures printed by the end of the month. Options for folders are being considered. Folders will contain brochures, conceptual plans, pledge forms, etc. to help committee members talk about our expansion and the vision of our future library. Summarized versions of 100EW and FAQ documents are being made into bookmarks. These are being designed by Adult Services Librarian Kayce Henderson and printed in-house. They will be available for the public at the library, taken by staff to community events, and readily available for anyone working on the campaign as a condensed option highlighting main points.

For people who want to learn more, Kayce has also been adding information to the Expansion tab on the library website, including the latest conceptual drawings, FAQs, Feasibility study, summary of information gathering process, etc. You may point to the expansion tab as an updated information source.

We have officially subscribed to donor software Bloomerang and are learning to use its many features. Since we subscribed, Trustee Bernath has been exploring the database tutorials and is now entering donor information, making deposits, generating thank you letters and providing much appreciated clerical support. Director Grant is also spending time with Bloomerang tutorials on other features and making progress on setting up an electronic monthly payment option for our 100EW campaign and hope to have a link on our website soon.

FOSFL is helping us provide a dessert as a “soft presence” at the Chamber’s Annual Meeting on January 17th. Campaign themed cupcakes are being made by local business Steph’s Cakes & Bakes. (Some will have fondant books, while others will have toppers with our campaign slogan and FOSFL logo. We are working on getting the toppers printed and assembled.) We won’t be officially presenting campaign information at the meeting but will be there to answer questions, etc.

Consideration of Gift Acceptance Policy: Director Grant presented a proposed Gift Acceptance Policy. It was recommended that the section of the policy that addresses gift recognition be revised to allow for the Library Director to delegate the preparation of thank you letters to staff or Board members, when appropriate. **Bernath, seconded by Humphrey, moved to accept the policy with proposed amendment. Motion carried.**

New Business: None.

Items for Future Consideration: None

The next meeting will be the first Monday, February 4, 5:00 p.m. – Library Lower Level – Multi-Purpose Room

Bernath, seconded by Perry, moved to adjourn. Motion carried. Meeting adjourned at 5:45 PM.