

**Sparta Free Library
Regular meeting of the Board of Trustees
March 4, 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, 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 January meeting were distributed. **Humphrey, seconded by Perry, moved to accept the minutes. Motion carried.**

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

Directors Report:

- **Programming**

February Programming Highlights:

The month began with Valentine Creation Station, which drew almost 80 attendees. Teen Cookie Wars, one of the most anticipated teen events of the year, was also very successful, with participants designing cookies based on book characters. Additionally, outreach to the elementary school WIN programs (after school programs) continues to offer a great captive audience for read-alouds and story-based activities with between 30 and 40 students participating during each librarian visit. Despite the weather, 16 tech tutor appointments were held in February (a record for a single month.) February is traditionally the busiest month for our adult and teen winter reading program, Hot Reads for Cold Nights, which had 80 participants this year, a significant increase over our 2018 numbers. Our total February program attendance was **821** people.

Upcoming March Programming:

March is jam-packed with programs. Two big teen programs coming up: Zombie Apocalypse Escape Room and the rescheduled Daniel Jose Older Author Visit at Meadowview Middle School. Our outreach to parents will increase this month via participating in Lawrence-Lawson's Family Night and sharing library information during a Head Start Parent Meeting. We also have Spring Craft Day scheduled for Saturday, March 30 and a Pi(e) Day celebration for March 14th.

Future Program Development:

A grant application has been submitted for \$20K to develop and conduct a recurring Memory Café for community members dealing with memory issues. Currently there is only one such program in the Sparta area, sponsored by Aging & Disability Resources of Monroe County that is held monthly at Jake's Northwoods. The library program would begin in August or September.

- **Operations**

Professional Training & Collaboration: On 2/14, Shanneon attended WRLS Network Advisory Committee meeting and technology training. Kayce attended a WRLS grant meeting on 2/26,

Shanneon had a WAPL conference planning day on 2/27, and Aimee attended a SNAPS workshop on 2/28 in Blair.

Staff Development Day on Monday February 25th: Our technology implementation and copier/printer equipment install are being rescheduled in March. As we strive for consistency at both service points and continue cross-training of all staff, we reviewed procedures that are slightly different at both service desks. We had a brief introduction to FMLA, looked at a body language video (as recommended during a WLA conference session), worked on projects, and participated in a goal setting activity that will help us transition to a more open-ended performance evaluation format.

Friends of the Sparta Free Library: The Spring Book sale will be held at the Barney Center on March 15th and 16th.

- **Building & Grounds**

Exterior Lights: Noble Conservation converted the flag pole light fixture and the ground lights by the fountain.

Security Camera: Another (original) camera that monitors the adult nonfiction area has burned out and needs to be replaced. Because we continue to have behavior issues near the bookdrop outside (and are unable to identify individuals on exterior footage) we requested a quote to replace this old camera as well. Total cost of the project will be \$1,617. **Perry, seconded by Humphrey, moved to approve purchase and installation of the new cameras. Motion carried.**

Other Security Issues: As dramatic temperature/humidity changes occasionally prevent the automated door from latching automatically when the cleaning crew exits the building, Director Grant has asked Dave Kemp (of Kemp Cleaning) if he would be willing to be added to the list of individuals for Monotronics Security to notify when a door is found ajar, thus triggering our security alarm and police response. He agreed. Trustee Putman also volunteered to be placed on the notification list so that Director Grant would not need to drive from La Crosse to respond in future overnight instances.

Old Business:

Campaign Planning Update : Director Grant provided the following information:

100 Extraordinary Women event on February 21st celebrated the support of more than 100 women pledging, exceeding our goal. It also exceeded expectations and created some buzz in the community. Our sincerest thanks to all those on the extraordinary women committee, as well as Friends of the Library, and our event sponsor Janet Lenz, for making the event so spectacular. We also had wonderful music provided by Pauline Fahning, Amy Stockert, and Pauline Richards. Sandie Perry spoke eloquently about the significance of libraries and Sparta being part of the larger movement. Friends of the Library President, Trish Shecterle spoke about those who were a part of the 1982 fundraising and the importance of doing it for the next generation.

Our full campaign committee meets again on March 6th. Anne Axelsen has joined John Hendricks, Mike Mohler, and Mayor Ron Button to complete the Co-Chair team. To date, we have forty-six names on the honorary committee, lending their names in support of the

expansion project. The campaign committee will be finalizing several documents in preparation for the informational event being held on March 14th for honorary committee members and board members. Invitations were mailed last week. Folders of campaign information, including the list of volunteers and brochure will be compiled after the team meets this Wednesday.

FOSFL offered to pay for the services of videographer Justin McGrath of Higher Concept Media. They have provided the 40% required to begin the project. We will mix footage that Higher Concept shoots on-site with a number of still photos of programs and events in the style of another Library's campaign video. Estimated timeline of 2-3 months to completion.

Trustee Humphrey advised that he has met with State Senators VanderMeer and Testin about a State contribution to the project. Congressman Kind has agreed to endorse a federal grant, as have VanderMeer and Testin.

2018 Annual Report: Director Grant provided the Board with a copy of the Library's 2018 Annual Report, that is prepared and submitted annually to the State. Highlights of comparison usage rates between 2018 and 2017 are as follows: number of programs up 18%; attendance at programs up 29%; WIFI usage up 18%; computer usage down 13% (attributed to timing software glitches); circulation of physical materials down 3.7%; circulation of digital materials up 17%; Interlibrary Loan outgoing materials up 40%; Interlibrary Loan incoming materials down 18%. Library Website visits, a new statistic this year, were 68,704.

New Business: Director Grant presented a proposed Reconsideration of Library Programs and Events Policy, explaining that it is very similar to the existing policy for collection development, but focuses on programming rather than materials. The Board recommended that the proposed policy be amended to remove the requirement for the complainant to possess a library card. **Humphrey, seconded by Mueller, moved to approve the policy as amended. Motion carried.**

Items for Future Consideration: None.

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

Bernath, seconded by Humphrey, moved to adjourn. Motion carried. Meeting adjourned at 5:46 PM.