

Sparta Free Library
Regular meeting of the Board of Trustees
June 3, 2019

The meeting was called to order by Vice President Sandie Perry at 5:09 PM.

Members present: Paul Lenz, Amy Bernath, 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. President Laura Koll was excused.

Approval of Minutes: Minutes from the May meeting were distributed. **Humphrey, seconded by Lenz, moved to approve the minutes. Motion carried.**

Finances: A printed report reflecting May expenditures and income was shared, as well as a financial statement reflecting year to date actual expenditures as compared to budget projections. Trustee Mueller pointed out that the invoice associated with the having Noble Conservation replace all of the library's existing lighting with more energy-efficient LED fixtures was paid in May. He volunteered to conduct a cost-comparison study to determine cost savings resulting from the upgrade. **Mueller, seconded by Bernath, moved to approve the bills. Motion carried.**

Directors Report:

○ Programming

May Programming Highlights: Summer Reading visits to area schools were a major undertaking for Youth Services staff in May bringing total program attendance to 2,091 people. St. John's and St. Pat's also brought some 1st and 2nd grade classes to visit the library. (Youth Services Librarian Schreiber explained that beginning in September 2018, St. Patrick's PreK-Kindergarten class and their 3rd-4th grade class have been visiting the library approximately every three weeks. The PreK-Kindergarten class visit activities include storytime and book check out. The 3rd-4th grade class visit activities focus on learning library skills, including how to use the library catalog, finding books on the shelf by author's last name, understanding and using the Dewey Decimal system, as well as book check out.) Adult programs again had strong turnout at a Trivia Vault Night with Amy Weissenberger, as well as Adult Arts & Crafts and Knitting.

Upcoming May Programming: Summer Library Program kicks off June 10th – August 10th. The theme this year is: "A Universe of Stories." A copy of the Summer Library Program booklet that describes all of the programs planned for the summer was distributed. Youth Services Librarian Schreiber advised that every student in the Sparta School District received a copy of the booklet. The first prize for the Summer Reading Program (for both children and adults) is a gift certificate for \$500 for a bicycle provided by Speed's Bicycle Shop.

○ Operations

Professional Development & Collaboration: Youth Services Librarian Schreiber attended a Children's Book Award Committee Meeting on May 15th. On May 16th, the entire staff had the opportunity to attend a WRLS workshop that focused on how to be inclusive to patrons experiencing trauma while reducing problems with empathy driven enforcement that seeks voluntary compliance.

Personnel: The staff said a fond farewell to Youth and Administrative Assistant Paula Steigerwald on May 17th. While Interlibrary Loan Services were suspended until we are again at full staff, the remaining staff has again stepped up to take on all other duties in the interim. The Substitute Library Assistants have also graciously taken on more hours to cover desk shifts as needed.

Building & Grounds: More cement patching is needed to secure the loose handrail at the front steps. Caution signs have been added to the affected railing until the work is completed by Richard Hundt of B&B Restoration.

Old Business:

- Capital Campaign Update:
 - Consultant Jodi Sweeney came to our last board meeting and provided an updated timeline. Since then, campaign Leadership met again on May 21st. We have some “big asks” pending. Committee members are making calls and sharing our brochures and packets of information. Work continues on the Legacy Family idea and the Sparta Class of 1970 challenge. We’re also talking about creating a buzz with yard signs. Jodi Sweeney is working on applications. Trustee Humphrey met with the staff grant writer for Senator Baldwin in Madison. She has agreed to coordinate with the grant writers for Senator Johnson and Congressman Kind. He also met with State Senators VanderMeer and Testin. They are looking into the possibility of including some funding in the upcoming Wisconsin state budget.
 - Videographer Justin McGrath of Higher Concept Media finished up shooting video on May 20th. As of last week, voiceover work and editing are in the final stages. Justin promises to have something very soon and we’ll look at final revisions or recording any pickup lines needed for the final version.
 - The full campaign committee meets again Tuesday, June 25th at 1:15 at Grantie Anne’s Studio.
- Capital Campaign Expense Fund: In November 2018, the Board of Trustees approved liquidating two CD’s worth a combined value of approximately \$27,000 in order to finance capital campaign expenses associated with the library renovation/expansion project. This expense fund balance is now down to \$2,564.55. Our monthly consulting fee is \$4,870.00. There will also be other expenses related to the campaign. So far, Friends of the Sparta Free Library has helped with printing, video, etc. so we haven’t needed to use any of the raised “Building Fund” monies. It is anticipated that we will require the services of Consultant Sweeney for a minimum of 3 months. Director Grant asked the Board to identify the source for additional funds required to pay the consulting fees, i.e. liquidate another CD, tap into the raised “Building Fund” monies, or transfer funds from the existing money market account. **Mueller, seconded by Humphrey, moved to transfer \$12,046 from the library’s existing money market account into the Campaign Expense Fund to provide for 3 months of expenses and evaluate future fund transfers that might be needed at that time. Motion carried.**

New Business:

Youth Services/Administrative Assistant Position: Director Grant reported that 6 very qualified candidates were interviewed, which made it difficult to choose just one person. The Leadership Team hired Kimmy Wegner and is excited for her to start on Monday, June 10th. She's worked as a library assistant at the Trempealeau public library for the past 6 years. She's also worked on the circulation desk at the Western Technical College for the past 2 years. (Familiar with our library system, online catalog, library software, and has experience processing ILL.)

Summary of Public Library System Redesign Report (PLSR) to Wisconsin Department of Public Instruction: Director Grant provided a copy of the recommended redesign proposals that highlight 7 major areas of interest:

- Develop standards, best practices and accountability structures for Public Library Systems
- Enhance collaboration by creating incentives and removing barriers
- Reduce the number of regional systems
- Analyze the current funding formula
- Initiate delivery service pilot projects (Sparta library will likely be identified as a pilot project)
- Create an effective, well-managed, state-scale discovery layer
- Implement a learning management system for professional development

Items for Future Consideration: Trustee Mueller challenged the other Trustees to give serious thought to the financial situation surrounding the building/renovation project. What measures will need to be taken after the 3-month "patch" provided by tapping into the library's money market account expires?

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

Bernath, seconded by Humphrey, moved to adjourn. Motion carried. Meeting adjourned at 5:50 PM.