

**Sparta Free Library
Regular meeting of the Board of Trustees
August 5, 2019**

The meeting was called to order by President Laurie Koll at 5 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.

Director Grant introduced Kimmy Wegner, the newly hired Administrative Library Assistant.

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

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

Directors Report:

- Programming

June Programming Highlights:

Youth Services Librarian Schreiber reported that July was packed full of programs for all ages, including Space Craft Day and Star Party for the kids, which each drew over 80 participants and our Moon Landing Party, which drew 20 participants despite a tornado warning. The teens enjoyed Teen Lego Party and Book Cover Bingo, as well as a very enthusiastically attended Fort Building Night, which was held after hours. An Open House to wish Director Grant farewell drew 37 people. Weekly programs continue to see great participation, with a kids event highlight being Groovy Mondays drawing an average of 40 attendees each week. Adult Arts & Crafts and Book Club have shown steady participation in the busy summer season, and the Universe of Movies film series has sparked a local history connection with two films (*First Man* and *Apollo 13*) depicting Deke Slayton's contribution to the Apollo space program.

Upcoming Programming:

Adult Services Librarian Henderson reported that coming up in August the teens have Nerd Night Teen Trivia tonight, as well as the final summer sessions of Teen Screens and Teen Crafternoon later this week. Their end-of-summer party, the Teen Lock-In requires ten completed reading logs and one permission form, and will be held Saturday, August 17. Adults have a final Adult Arts & Crafts tomorrow and resume the regular schedule for Book Club on August 20th. Children's programs will wrap up with final rounds of summer Groovy Mondays, Read to Rover, STEM Challenges, movie showings, and storytimes. On the last day of summer reading, kids who have registered will get to experience the night sky and constellations in an inflatable planetarium at the Barney Center gymnasium. The summer will truly finish with the drawing of reading program prize winners, including bucket raffle prizes for each age group, as well as the grand prize bike from Speed's. Outside of the summer reading program, August 29th we will have a special presentation from author and naturalist Emily Stone (whose column appears in the *Monroe County Herald*) to talk about her work as a naturalist with the Cable Natural History Museum.

- Operations

Personnel: "Review & Reflect" individual staff evaluations were completed during the month of July. In addition to a performance evaluation component, the format utilized was chosen to encourage open communication, as well as provided opportunities for staff to self-reflect and set goals.

Technology: WRLS IT staff is currently working on renewing the library website security certificate. In a non-related issue, one of three Uninterruptible Power Supply (UPS) servers no longer functions. However, the two units that are functioning adequately serve our current needs. A battery replacement was a temporary fix in another UPS server in 2018. Should another one malfunction, it would need to be replaced.

- Building & Grounds

Summer Helper: We greatly appreciate the assistance of Anthony, our Handi-Shop worker who accompanied by his job coach, has worked two hours twice per week over the summer to help keep the fountain free of leaves and debris and pick up litter on library grounds. Anthony also cleaned public computer stations and books.

Old Business:

Capital Campaign Update: Director Grant and Trustee/Campaign Coordinator Amy Bernath have met to transfer campaign duties. Amy has a separate campaign email address and now has Campaign Coordinator business cards. Director Grant is working on updating the campaign documents with campaign coordinator contact information.

Campaign leadership met on July 16th to firm up plans for the event on August 8th at the Prairie House. Invited guests will be treated to short presentations and testimonials, as well as a showing of the campaign video. Preparation continues.

Next campaign leadership meeting is scheduled for August 14th from 1:15-3:00 pm.

Future Funding for Library Fundraising Endeavors: The funds that had been transferred from the Library's money market account into the Campaign Expense account to pay for the services provided by Sweeney Associates will be depleted when the monthly invoice is received for services provided in July. Additional funds must be transferred in order to pay for services in August and the future. President Koll asked that Jodi Sweeney be present at the next Board meeting to provide specific information about what has been accomplished and a timeline for future required fundraising endeavors. Trustee Bernath will contact Jodi Sweeney.

New Business

Status of Library Director Recruitment Efforts: Director Koll, Trustee Bernath and Trustee Perry (the recruitment and selection committee) have received copies of the resumes for all applicants. They will meet at the earliest possible convenience to discuss the candidates and identify those to be interviewed. An initial round of interviews will be conducted, narrowing the field down to the final two. The City Administrators will be invited to attend the interviews of the final candidates.

Consideration of Alternative Library Logo: The electronic version of the Library's letterhead logo cannot be retrieved. A volunteer community member Trish Norvall, who recently completed her graphic design studies, has created a recommended replacement logo. This will apply only on the library's letterhead stationary. **Bernath, seconded by Perry, moved to adopt the new letterhead logo. Motion carried.**

Items for Future Consideration: Status of library director recruitment efforts; future funding for library fundraising endeavors.

The next meeting will be the first Monday, September 9, 5:00 p.m. – Library Lower Level – Multi-Purpose Room

Humphrey, seconded by Bernath, moved to adjourn and convene in closed session under the exemption set out in Wisconsin Statutes 19.85 (1) which reads as follows: considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility, and will reconvene again in open session. A roll call vote was conducted. Motion carried. Regular meeting adjourned at 5:38 PM.

Closed session meeting adjourned at 5:52 PM. The regular meeting was immediately reconvened.

Perry, seconded by Humphrey, moved to temporarily adjust wages of Youth Services Librarian Schreiber and Adult Services Librarian Henderson as compensation for their additional administrative and supervisory duties until a new director is hired. Motion carried.

Lenz, seconded by Bernath, moved to adjourn the regular meeting. Motion carried. Meeting adjourned at 5:53 PM.

Sparta Free Library Open Library Board Annual Meeting

The meeting was called to order by President Koll 5:53 PM.

Election of Board Officers: The following Officers were elected unanimously

- President: Laurie Koll
- Vice President: Sandie Perry
- Secretary/Treasurer: Amy Bernath

Bernath, seconded by Perry, moved to adjourn the Annual Meeting. Motion carried. The meeting adjourned at 5:55 PM.