

**Sparta Free Library  
Regular meeting of the Board of Trustees  
August 3, 2020**

The meeting was called to order by President Laurie Koll at 5:00 PM.

**Members participating:** Paul Lenz, Amy Bernath, Sandie Perry, Reinhard Mueller, Bruce Humphrey and Terry Putman. Also participating was Interim Library Director/Youth Services Librarian Aimee Schreiber.

**Approval of Minutes:** The July minutes were presented. **Mueller, seconded by Humphrey, moved to approve the July minutes. Motion carried.**

**Finances:** A printed report reflecting July expenditures and income was distributed, as well as a list of expenditures with comparison to budget for the 7 months ending July 31, 2020. **Humphrey, seconded by Perry, moved to approve the bills. Motion carried.** Interim Director Schreiber reported that a \$100 donation was received from 1<sup>st</sup> Community Credit Union in support of library programming.

**Directors Report:**

Programming:

- July Programming Highlights: Weekly children's programs in July included Groovy Mondays, Snuggly Stories, Listen 'n Munch read alouds, and Online Storytime. The Lego Club theme this month was "book characters" and participants shared their creations live via Zoom! A good number of teens submitted entries into the Book Character Photo Challenge this month and three winners were chosen by staff vote to receive prizes. Also, this month the library had a fabulous turn out on Zoom for Chad Lewis' Haunted Wisconsin presentation, with 35 attendees.

The Fairy Tale ABC Scavenger Hunt was extremely popular for the month of July. It was fun to see and hear families as they completed the letter hunt around the outside of the library. All 8 winners have been announced and each winner received an alphabet picture book, chalk, and bubbles, as well as a congratulations card from the library.

- Upcoming Programming: August will wrap up the Summer Learning Challenge and finish up the summer sessions of online programming. There are two more weeks of the Summer Learning Challenge, which will finish up on August 15, with earned prizes being available to participants starting August 17. The Sparta Free Library's Beanstack (online summer activity tracker) site now has over 225 readers registered and tracking summer activities to earn badges and prizes. All participants earned prizes for each level, up to ten, they completed throughout the summer, but there will be four additional winners from each age group (children, teens, adult) who will win "bucket prizes" via raffle.

Operations: City Council Meeting of the Whole: Interim Director Schreiber, as well as all other department heads, attended a special city council meeting of the whole planning meeting on Wednesday, July 8. Each department presented recent accomplishments and goals for the coming year.

## Building & Grounds

- Electrical: The Otis elevator technician, during a regular check-up, requested that an electrical switch be placed in the elevator electrical panel to control the elevator car lights. A technician from Lydon Drywall and Electric installed the switch.
- Re-Opening Update: With an eye on the Coulee COVID-19 Compass, our services will soon expand to include Browsing Appointments. We are looking to have in-library browsing appointments two days a week (Monday/Tuesday) and curbside continue two days a week (Wednesday/Thursday), to accommodate those patrons who do not want to enter the building at this time. Browsing appointments are for 30 minutes, with a maximum of 10 people at a time. Should the Compass return to "Severe Risk" at any time, the library will suspend browsing appointments and return to full no-contact curbside.

## Old Business

Capital Campaign Update: Trustee Bernath reported that the Friends of the Sparta Free Library has engaged an accountant to conduct an audit and prepare their tax return for 2019.

Director Search Update: 8 applications were received for the position, and one candidate will be interviewed on August 4<sup>th</sup>. (Several of the applicants had applied previously and were not selected.)

## New Business:

Existing Fines Community Action: Interim Director Schreiber announced that the library staff expressed interest in the possibility of waving existing fines in light of the hardships being experienced during the COVID situation. It would be a one-time only action. Trustee Bernath asked what the total existing fines amounts to. Director Schreiber will research that number and report to the Board at the next meeting. **Trustee Humphrey, seconded by Lenz, moved to wave the existing fines for all Sparta library patrons effective September 1<sup>st</sup>. Motion carried unanimously.**

Cleaning Position Options: Interim Director Schreiber noted that there have been disappointing experiences with Kemp Cleaning. As tracked by internal cameras, the service is only spending 15-20 minutes per day (supposedly 6 days per week, but usually only 5) cleaning the facility. Discussions have been held with Mr. Kemp, but the service has not improved. President Koll advised that Interim Director Schreiber should confer with City Administrator Sund about creating and posting a part-time staff position to perform the cleaning duties, and then post the position.

**Items for Future Consideration:** Status of Library Director interview.

The next meeting will be the first Monday, September 14, 5:00

**Bernath, seconded by Putman, moved to adjourn. Motion carried.** Meeting adjourned at 5:39 PM.