

**Sparta Free Library
Regular meeting of the Board of Trustees
December 14, 2020**

The meeting was called to order by Vice President Sandie Perry at 5:04 PM.

Members participating: Paul Lenz, Amy Bernath, Sandie Perry, Bruce Humphrey, Reinhard Mueller and Terry Putman. Also participating were Director Michelle Tryggestad, Youth Services Coordinator Aimee Schreiber, and Adult Services Coordinator Nicole Wallace. President Laura Koll was excused.

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

Public Input: None

Finances:

A printed report reflecting November expenditures and income was distributed, as well as a list of expenditures with comparison to budget for the 11 months ending November 30, 2020.

Bernath, seconded by Humphrey, moved to approve the bills. Motion carried.

Director Tryggestad reported that city's expense report includes expansion design fees and building study fees that were actually paid by the library's reserve funds, not funds provided by the city. This results in an inaccurate representation of how the library manages its resources, which impacts on the state-required Annual Report and all grant proposals. Trustee Humphrey volunteered to meet with Director Tryggestad and the City Treasurer to try to resolve the issue.

Director Tryggestad presented the proposed 2021 budget to the Board of Trustees for approval. **Humphrey, seconded by Lenz, moves to approve the 2021 budget. Motion carried.**

Directors Report:

Programming:

- November Programming Highlights:
 - Youth Services: For the Youth Services team, November was all about the dinosaurs! Dinovember bags were rolled out on November 2 and were filled with plastic dinos, crafts, STEM challenge activities, snacks, and more. Families were encouraged to track their dinosaur's silly adventures and enjoy photos of the library's dinos getting into mischief all month long. Dinovember also included a special dinosaur-themed Virtual Lego Club, a weekly non-fiction book read aloud (with paired snacks) called Dino Crunch, and regular Facebook polls asking patrons to weigh in on who would win in several dinosaur head-to-head battles. Additionally, our regular programs including Snuggly Stories, Online Storytime, and Groovy Mondays have all had consistent attendance in the virtual realm. The November Teen Crafternoon kits, which contained an Origami Star Jar craft, were very popular, with some teens even asking for extra paper supplies to make more origami stars!
 - In Adult Services patrons are enjoying the monthly Booklist mini magazine with book, audiobook, music, and movie selections. We regularly handout 50 copies monthly, which

increases requests and circulation. Additionally, Kimmy Wegner created handouts for the Monroe County Health COMPASS online survey which helps guide policy and community development. AS staff provided the English & Spanish language versions, as well as printed surveys for requesting patrons. Lastly, Ally Martin-Lopez has once again made SFL a source for a warm hat to anyone in need – helping to create the beautiful display by the fireplace.

- Upcoming Programming:
 - The 210 prepared December Winter Wonderland Craft Kits for kids were all snapped up by 4:00pm on set-out day (Monday, Nov. 30)! This kit includes winter crafts, activities, instant snow powder, and snacks. This month we also introduced a weekly non-fiction read aloud to pair with the kits' snacks, called Snowed In with Miss Aimee. Looking forward, later in December the YS team will distribute Noon Year's Eve Party Packs in lieu of our annual in-person party. These packs will include noisemakers, balloons, snacks, and crafts to help families to "ring in" the new year.
 - For December, the Adult Services team is preparing Boredom Buster: Art to Go kits which include paint-by-number kits, adult coloring book kits (large or standard print) with colored pencils, and paint by-sticker books to coincide with new access to Creativebug (replacing Mango Languages in our WRLS contract). New Year's Resolution-in-a-Bag kits will be available the final week of December, with tips guiding adults & teens in 2021 goal-setting and weekly planning. Access to a Google survey focusing on possible adult programming and services will be available in January on our website and Facebook page, while paper copies will go in curbside pick-up bags and at the circulation desk. From this data collected, the Adult Services team will create programs to better meet community needs in 2021. We are also excited to present Snow Place Like Home (formerly known as Hot Reads for Cool Nights) kicking off January 4th and running through March 4th for teens and adults. Participants review four books via the Beanstack app to earn badges, hot cocoa, Snow Place mugs and totes

Operations:

- WRLS: Assessments of digital resources indicated low patron usage. Directors voted to discontinue Mango Languages as of January and replace with Creativebug, rolling out in January. Directors are also considering the purchase of eMagazines within Overdrive/Libby.
- Sierra: Addition of money saving information on checkout receipts; program totals the replacement cost of items checked out to give patrons an idea of the alternative to purchasing everything. "You saved \$__ by checking out these items at the Sparta Free Library today!" promotes Get it Free at Sparta Free Library.
- Conferences & Webinars: Oct. 29th – Nov. 12th , 9-noon, Michelle Tryggestad completed the DPI's New Director Virtual Boot Camp; though attended previously, this round was useful in its addition of COVID information and discussion. Tryggestad also attended the Wisconsin Library Association Virtual 1-Day Conference on Wed., Nov. 11th attending sessions on community demographics, with uplifting, motivating speakers such as Lt. Governor Barnes, award winning Midwest novelist Geoff Herbach and State Superintendent Carolyn Stanford Taylor.

- **Presentations & Meetings:** On Wednesday, November 11, Youth Services Coordinator Aimee Schreiber attended and presented at the WLA One-Day Virtual Conference. Schreiber participated in the Awards Ceremony in her capacity as 2020 chair of the WI Children's Book Award Committee. In that same role, she presented during the South-Central Library System's 2020 Award Winners webinar on Tuesday, November 17. This month Schreiber also hosted a second meet-up under WRLS Youth Services Mentor program, during which Rachel (Director at the La Farge library) visited the Sparta Free Library. Nicole Wallace has joined the Monroe County Dementia-Friendly Coalition, meeting virtually monthly and promoting online events and lectures; we are excited to work with them to expand programming. Tryggestad attended the Kiwanis Literacy Project meeting on Dec. 2nd; developing a Kids n' Cops program centered on the positive connections of local police and sheriff departments sharing stories and distributing books to local youth.
- **Grants:** Items continue to roll in from the Bader Grant Memory Connections grant through WRLS; AS staff are creating kits for individuals, families, and professional staff all looking for ways to assist and enrich time with their senior friends and family members. Kit themes include music, games, puzzles, creating art, recording memories and interacting with animals. Schreiber, Wallace and Tryggestad working on ALA Libraries Transforming Communities Focus on Small & Rural Libraries Grant submission for January; possible tie-in to local cultures including Ho-Chunk, Hmong and LatinX
- **Staffing:** Few applicants for the substitute positions; we will interview three January 7th and hope to be training soon thereafter. We'll also revamp the posting and share again on Facebook and our website, possibly newspaper again - looking to give individuals preference to days & times (i.e. John subs Tuesdays & Wednesdays, Mary only 3pm-close, Sally Saturdays, etc.) to increase applicants. It is vital we have a good pool of substitutes, as existing staffing is limited. Tryggestad conducted All Staff check-ins on Nov. 20th, with individual meetings focusing on sharing strengths, any skill needs or concerns; plans are to conduct check-ins every other month; Schreiber already meets with YS staff monthly and Wallace will begin with AS staff in January. Staff is using well deserved personal leave and vacation time as we end the year.
 - **Staff Development Day: Monday, Dec. 7th:** Morning session had all staff enjoying sharing the group book read selected by Schreiber, Librarian Tales: Funny, Strange, and Inspiring Dispatches from the Stack by William Ottens, Librarian Problems blogger and librarian. Great connections to what we do every day & recommended read for all. Afternoon session, led by Tryggestad, focused on the expansion design, with staff needs, concerns and suggestions the invaluable focal point. Staff is extremely invested in patron and staff serviceability of layout. Final event of the day was the staff Secret Santa exchange.

Building & Grounds:

- **Expansion:** Architects: FEH virtual meeting with Tryggestad on Nov. 5th – led by Kevin Eipperle & Rick Snyder, gave Tryggestad the background on what has been accomplished to date, namely the design concept; next steps - board approval for schematic design (computer 3D design, updated budget and timeline), followed by design development (HVAC, electric, lighting, tech, details and specifications) and finally construction documents.

FEH is updating the contract for schematic design phase and will gladly report back to the Sparta Advisory Committee.

- Expansion: Fundraising: Sweeney Group virtual meeting with Tryggestad; ready to assist as we need; modifications to business focus needed due to COVID constraints and drain on local businesses.
- Custodial: Big thank you to Skip Frazee and his son for creating DVD backstops, making items much more visible and easier to shelve and find.
- Displays: Skip & Nancy Frazee returned the beautiful quilt work on display in the AS Circulation area; would love to feature more community artists and crafters in SFL. Amy Weissenberger and Donna Haack replaced the outdoor American flag which had become worn and tattered with a previously donated flag. Big thank was extended to Trustee Perry and Carol Pace for the beautiful tree and decorating. Also, thank you to Sparta Floral & Greenhouses for the lovely poinsettia on our AS Circulation Desk.

Old Business: Wi-Fi Hours: Trustee Humphrey had received a complaint that the library's adjusted Wi-Fi hours exceeded the reduced times that the library had agreed upon. Director Tryggestad verified that, when library staff checked it personally, she learned there was a 15 minute discrepancy. WRLS was contacted and the times were adjusted. Problem solved.

New Business: Director Tryggestad announced that the 2020 Annual Report is due on February 20, 2021. She will begin preparing it soon.

Mueller, seconded by Putman, moved to adjourn and convene in closed session under the exemption set out in Wisconsin Statutes 19.85 (1)(c) to consider staff compensation. A roll call vote was conducted. Motion carried. Regular meeting adjourned at 6:10 PM.

Closed session meeting adjourned at 6:15 PM. The regular meeting was immediately reconvened.

No action taken as a result of closed session. Discussion only.

The next meeting will be on Monday, January 4, 2021, 5 PM.

Humphrey, seconded by Mueller, moved to adjourn. Motion carried. Meeting adjourned at 6:19 PM.

Sparta Free Library Open Library Board Annual Meeting

The meeting was called to order by Vice President Sandie Perry at 6:20 PM.

Election of Board Officers: The following Officers were elected unanimously:

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

Humphrey, seconded by Lenz, moves to adjourn the Annual Meeting. Motion carries.
The meeting adjourned at 6:25 PM