

**Sparta Free Library**  
**Regular meeting of the Board of Trustees**  
**January 6, 2020**

The meeting was called to order by President Laurie Koll at 5:01 PM.

**Members present:** Paul Lenz, Amy Bernath, Sandie Perry, Reinhard Mueller, Terry Putman, and Bruce Humphrey. Also present were Adult Services Librarian, Marissa Bazan and Youth Services Librarian Aimee Schreiber, who introduced the newly hired Library Director, Sarah Steinbacher.

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

**Finances:** A printed report reflecting December expenditures and income was shared, as well as a financial statement reflecting year to date actual expenditures as compared to budget projection. Trustee Humphrey inquired how the staff selected the books that are purchased. Youth Services Librarian Schreiber explained that several sources are used, including businesses that specialize in supporting library selections, patron suggestions, book reviews, and lists of award winners. President Koll added that the library does have an official selection policy. **Mueller, seconded by Humphrey, moved to approve the bills. Motion carried.**

**Directors Report:**

December Programming Highlights:

In December, the regular fall program offerings were wrapped up, including Board in the Library, Groovy Mondays, Teen Crafternoon, Lego Club, Knitting Club, Memory Connections, and Teen Advisory Group. Kriskindlmarkt Craft Day was a wonderful success with over 120 attendees making winter-themed crafts. Head Start invited the library to lead their December Family Night, with a focus on family literacy, including several parent-child literacy activities. The event had 60 participants and lots of great feedback from parents and guardians. Library Assistant Amy Weissenberger hosted another round of music trivia, holiday themed for December, which had a fantastic group of 18 people in attendance. The last program of 2019, the annual Noon Year's Eve Party, sent the programming year out with a bang; more than 60 people attended and library staff heard great feedback praising the event.

Upcoming January Programming:

In January, while Storytime is on hiatus, Children's Program will host another round of Little Om Yoga, with 3 sessions offered on Thursdays. The next Sensory Storytime will run on Saturday, January 18, with sensory-friendly stories, songs, flannel boards, and play time. Following the success of this fall's vehicle themed Open Play Day, the library will host another in January and the theme will be STEM. The New Staff Open House to welcome new Director Sarah Steinbacher, Adult Services Librarian Marissa Bazan, and Youth Services Library Assistant Kristin Shipley is Wednesday, January 22. The Friends of the Sparta Free Library will sponsor the event.

Operations:

Personnel:

- Interim Director Aimee Schreiber attended the WRLS Network Advisory Committee (NAC) Meeting on December 12. Major topics of discussion included WRLSWEB Data/Software storage options for replacing the current WRLSWEB server, options for phone notification service, and a needed OS update.

- On Monday, December 9 all library staff attended the final 2019 Staff Development Day. Staff participated in painting library/reading themed #spartarocks while listening to a webinar presenting on racial equity and what it looks like in libraries. A good discussion followed with staff talking about ways to welcome all people in the library. Staff also visited and toured two local libraries, La Crescent Public Library and Campbell Public Library (La Crosse County branch).

Building & Grounds: SERVPRO deep-cleaned the library's soft seating, including the large couch in the Children's Room and the loveseat and three chairs on the upstairs level.

**Old Business:**

Capital Campaign Update: Trustee Bernath announced that the amount raised for the Library Expansion project is \$1.1 million.

Trustee Humphrey reported that the meeting with Mayor Gust, City Administrators Fahning and Sund, Trustees Bernath, Mueller, and himself to determine a proposed timeline for the project was fruitful. It was agreed that the official design phase of the project can be launched in the Spring in 2020, with anticipated construction beginning in Spring 2023.

**New Business:** The Board officially welcomed Sarah Steinbacher on her first day as Library Director.

**Items for Future Consideration:** President Koll recommended that Director Steinbacher review and update, if needed, the Library's policies & procedures during the coming year.

The next meeting will be the first Monday, February 3, 5:00 p.m. – Library Lower Level – Multi-Purpose Room

**Mueller, seconded by Humphrey, moved to adjourn. Motion carried.** Meeting adjourned at 5:41 PM.