

Sparta Free Library
Regular meeting of the Board of Trustees
January 4, 2021

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

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

Public Input: None

Finances:

A printed report reflecting December expenditures and income was distributed, as well as a list of expenditures with comparison to budget for the 12 months ending December 31, 2020.

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

Directors Report:

Programming

December Programming Highlights:

- **Adult Services:** In December, New Year's Resolution Kits were assembled by Youth & Adult Services teams, as part of a joint programming effort for teens and adults. Each kit contained a goal-setting planner, SMARTER goal-setting tips, a notebook for sketching, stationery, a gel pen for writing a letter, gold stars for tracking goals, and a few chocolate kisses – to ensure a sweet start to the new year. Adult & Youth Services teams have also been getting ready for Snow Place Like Home – marketing is already happening, with paper and online (Beanstack) review forms for prizes are all ready to go.
- **Youth Services:** December wrapped up the Fall sessions of our recurring programs, including Online Storytime, Snuggly Stories, and Groovy Mondays. All 210 of our children's Winter Wonderland activity kits for December went home with families and we had great feedback about the variety of crafts and the instant snow as a hit! This month we streamed a weekly non-fiction read aloud to pair with the kits' snacks, called *Snowed In with Miss Aimee*, highlighting diverse non-fiction picture book titles. Just before the Christmas holiday, the YS team prepped and distributed Noon Year's Eve Party Packs in lieu of our annual in-person party; the kits included balloons, ring pops, noisemakers a glitter crown craft, and more. The December Teen Crafternoon kits, which included an Edible Reindeer Ornament craft, flew out the door, with lots of teens commenting how they loved that it was a craft they could eat.

Upcoming Programming:

- Adult Services: January will bring an online contest to promote our New Year's Resolution Kits and encourage goal sharing. The Adults and Youth Services teams will also kick off our SPLH (Snow Place Like Hoe) reading program on January 4th. Adult programming surveys will be out by mid-month – with an emphasis on programming needs during the remainder of our COVID closure. Finally, Bader Grant items continue to be organized and cataloged, with a marketing push for check-out of circulating kits and Boredom Busters expected at the end of the month.
- Youth Services: January marks the beginning of our Spring programming session in Youth Services. This month we will bring back our weekly Learn with the Library kits, which will contain craft/sensory/STEM activity related to that week's Storytime theme. We are also looking forward to a re-vamped Lego Club experience called Mystery Brick Challenge. In partnership with an engineer at LEGO, the library will offer families the chance to pick up a "mystery brick" at the library and then meet on Zoom where the participants will receive a building challenge. At the end of the session attendees will vote on the most creative creation and the winner gets a LEGO trophy and the chance to choose the next mystery brick. Also new for Spring 2021 are monthly virtual Teen Trivia nights, during which teens can log into Zoom and use the Kahoot platform to play themed trivia with the chance of winning prizes. Per request, the January theme is Disney.

Operations

- Donations: Two \$25 donations from Toni and Steve Kenyon, in memory of Mary Lou Rose (Steve's aunt) and Tom Besl (Kim Johnson's father and former owner of the Melrose Chronicle and Cashton Record).
- Budget: Finalizing 2020 purchases; invoices to City by January 15th.
- Annual Report: Began basic information and statistics collection; plan to complete for February Board meeting (due to WRLS by February 20th).
- In Lieu of Insurance: Gathering information from WRLS Directors; many are interested in results & request they be shared in the WisPubLib listserv to gather statewide data.
- Staffing:
 - Interviews for Substitute Library Assistant positions will be held on January 6th, with hopes to be training within two weeks.
 - Amy Weissenberger is now back to full hours after surgery.
 - Director Tryggstad will be out for surgery beginning Monday, January 25, and has scheduled daily virtual work and available hours with staff check-ins beginning Monday, February 8th. She plans to be on site partial hours beginning February 17th and back fulltime by March 1st. She will keep President Koll and Youth Services Coordinator Aimee Schreiber updated.

Building & Grounds

- Window Repair: City Administrator Todd Fahning contacted Interstate Roofing regarding a questionable \$240 bill for “investigative labor – 3 hours and 2 men”. They will credit us for future expenses. A-1 Glass will be contacted to repair the window stripping on north window.
- Displays: There is a new Snow Place Like Home display by the upper-level circulation desk, with past years’ mugs. There are some left over, so if patrons complete this year’s challenge they could do another round of reading for a previous year’s mug. Adult Services staff rearranged the DVD room, another area where space is very tight and room for display is minimal, adding a shelving unit to allow for more checked-in items to be shelved

Old Business:

- 2020 Budget: Expansion Design and Building Study Fees: Director Tryggestad reported that she and Trustee Humphrey met with the City Treasurer Mark Sund regarding the city’s expense report including 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. Mr. Sund offered to prepare a statement for the library to use when submitting grant requests and reports reflecting that the discrepancy is actually offset by library funds.
- Staff stipend information: Director Tryggestad will meet with President Koll and Trustee Bernath to begin formulating proposals for staff stipends and performance/length of employment rewards.

New Business:

- Tech Purchases: A list of proposed updates for various staff computers through WRLS state contracts was presented by Director Tryggestad, which will bring replacement of staff computers back on track with scheduled rotation. (Minimal changes to patron computers are predicted until the library expansion occurs.) Anticipated cost for the new staff computers: \$7,506. **Humphrey, seconded by Perry, moved to approve the purchases. Motion carried.**
- Phone System Update: Current CenturyLink system is problematic (patrons unable to access a voicemail, continually busy; poor service: unable to reach a live person (20 minutes on holds); unwilling to send someone out; told to “contact the phone unit provider” (they ARE the provider). Lynxx (recommended by City Administrator Todd Fahning) information has been obtained. They can provide immediate service and are willing to work with us if we see use diminish or increase, as well as with the expansion. President Koll noted that the Lynxx proposal is for a 5-year plan and that with constantly changing technology, it could be unwise to commit to such a lengthy plan.
- Expansion Project Meeting: Trustees Humphrey has arranged a meeting involving himself, Trustees Mueller and Bernath, representatives of the Friends of the Sparta Free Library and the City Administrators on January 5th. Trustee Mueller advised that the

purpose of the meeting is to firm up start dates for the project so that design activities can be initiated. He noted that these activities will generate community enthusiasm for the project, but that we don't want too much lag time between design and ground breaking.

The next meeting will be held on Monday, February 1, 2021, 5 PM.

Bernath, seconded by Putman, moved to adjourn. Motion carried. Meeting adjourned at 5:46 PM.