

**Sparta Free Library  
Regular meeting of the Board of Trustees  
September 9, 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 co-interim Library Directors: Adult Services Librarian Kayce Henderson and Youth Services Librarian Aimee Schreiber,

President Koll welcomed Jodi Sweeney of Sweeney Associates, who provided an update on the Capital Campaign. Ms. Sweeney outlined the action plan and timeline to complete the campaign. The “quiet phase” of the campaign, involving appeals for major legacy donations is winding down and the “public phase” of the campaign will begin in early 2020. Several grant applications have been submitted, with more pending. As no definite start date for the construction/renovation project has been provided by the City of Sparta, large federal grants requiring that information cannot yet be submitted. Trustee Mueller asked if Ms. Sweeney believes our goal is realistically attainable and what end date is expected. She estimates that the goal of \$1.5 million should be reached by late Spring 2020. President Koll inquired what she could do to assist. Ms. Sweeney asked that she contact the Superintendent of Schools to see how they could be of assistance. President Koll agreed to do so.

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

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

**Directors Report:**

- Programming

**August Programming Highlights:**

Youth Services Librarian Schreiber reported that August saw the library wrapping up the 2019 summer reading program. Youth Services hosted Paul Kinzer at the Sparta Barney Center for three rounds of StarLab Planetarium fun. Paul brought his inflatable planetarium and families were able to go inside to experience the changing night sky, along with various constellations. At the end of the summer it has become tradition for teens who have completed all 10 of their reading logs (and a permission slip) to attend Teen Lock-In at the library. This year’s event was loads of fun with pizza, hide and seek games, and a candy version of capture the flag. Adult Services Henderson reported that a special end of summer presentation from Emily Stone (whose column Natural Connections appears in many local newspapers) was very well received. After the last reading logs were turned in, winners were drawn for the 4 children’s, 4 teen, and 4 adult “bucket prizes”, as well as the grand prize bike winner. And for the first year ever, the bike winner was a grown-up, Teresa Lakowske, a local teacher!

**Upcoming Programming:**

In September fall storytime session begin, with three rounds of YS staff “favorites” as the theme, with staff choosing their favorite books, songs, rhymes, etc. to highlight. WIN after school care visits begin again on Wednesdays throughout the school year, with YS staff members sharing a read aloud and craft or activity at each of the four centers. Additionally, upcoming Children’s programs include a Stuffed Animal Sleepover and an all-day Things That Go: Open Play Time at the library. The teens are looking forward to Teen Silent Library, where teams will have to

stay quiet while performing challenges geared towards making noise. In adult programming, the first Memory Connections program was held on September 3<sup>rd</sup> with funding from the Bader Foundation. Sparta Free Library is the first of 5 libraries in the area to implement these new grant-funded memory cafes.

- Operations

Personnel:

We said a fond farewell to Shanneon Grant, our library Director, and are now arranging interviews as part of the new director search. Youth & Administrative Library Assistant Kimmy Wegner attended the DPI 2019 Interlibrary Loan Conference on Wednesday, August 21, and attended sessions about all aspects of WISCAT, including forthcoming updates, techniques for smoother use of the software, and resources available from other linked organizations.

Security: An incident occurred one evening involving a patron passed out in the restroom. The staff called the police who responded promptly (and noted that the situation was probably due to drug use), but the patron had already left the premises. An incident report was completed and filed with details from staff and images from security video.

- Building & Grounds

Spot Cleaning: Kemp Cleaning came and did spot cleaning of the carpets throughout the library during closed hours on Saturday, August 24. This is done approximately every 6 months and is a separate fee from the regular cleaning.

Plumbers: Plumbers were called a couple of times this month to clear stubborn clogs in both public restroom toilets.

### **Old Business:**

Status of Library Director Recruitment Efforts: Fourteen applications were received for Library Director position. Six interviews have been scheduled.

Future Funding for Library Funding Efforts: Trustee Bernath (Secretary/Treasurer) reported that 9 payments totaling \$43,830 have been made thus far to Sweeney Associates, with an additional 9 months remaining on the Board-approved contract. In order to fund these payments, monies must be moved from our Union National Bank money market account as well as from our 1<sup>st</sup> Community Credit Union Savings Account. Also, both CDs held with Union National Bank must be liquidated when they mature in November and December. Trustee Bernath will make those transactions and deposit the money into the Capital Campaign Expense checking account.

Trustee Bernath also reported that checks made payable to the Sparta Free Library that were received as memorial tributes to William Hoffman have been deposited into the Capital Campaign Expense checking account. William Hoffman's widow has indicated she would like these memorials to be applied to the library expansion building fund, which is an account in the name of the Friends of the Sparta Free Library. **Mueller, seconded by Lenz, moved that all funds received as memorials to William Hoffman be transferred from the Capital Campaign Expense account to the Friends of the Sparta Free Library Building Fund account. Motion carried.** Trustee Bernath will move the funds.

**New Business:** A proposed list of Holiday and other library closings in 2020 was presented.  
**Bernath, seconded by Humphrey, moved to approve the list of closings. Motion carried.**

**Items for Future Consideration:** Status of library director recruitment efforts.

The next meeting will be the first Monday, October 7, 5:00 p.m. – Library Lower Level – Multi-Purpose Room

**Bernath, seconded by Humphrey, moved to adjourn. Motion carried. Meeting adjourned at 5:50 PM.**