

**Sparta Free Library
Regular meeting of the Board of Trustees
May 3, 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 Library Director Michelle Tryggestad, Youth Services Coordinator Aimee Schreiber and Adult Services Coordinator Nicole Wallace.

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

Public Input: None.

Finances: A printed report reflecting April expenditures and income was distributed, as well as a list of year-to-date expenditures with comparison to budget for 2021. **Perry, seconded by Lenz, moved to approve the bills. Motion carried.**

Directors Report:

Programming

April Programming Highlights:

- Youth Services: In April, the Youth Services team concluded the Spring sessions of Snuggly Stories and Storytime Online. Learn with the Library kits have been very popular again this month, containing crafts including rockets, twirligig toys, baby crafts, and more! The Out & About Scavenger Hunt for kids has had tons of participation and good feedback from families noting that they enjoyed visiting the various places in the community listed on the entry form. Prize winners will be drawn this week and announced via the library's website and social media. Our April Groovy Mondays and Lego Club both had wonderful groups of kiddos attend, and we have already had families asking about continuing those programs into summer 2021, which of course, we will! We were also lucky this month to partner with Southside Early Learning Center to provide seed planting kits to library visitors and encourage Pre-K screening and sign up.

- Adult Services: During the month of April, the Adult Services team hosted our first game TR-I-N-G-O on Zoom. The topics for this trivia + bingo event were Sparta Library (for National Library Week) and Wisconsin sports (by participant request). Five participants picked up their TR-I-N-G-O kits and joined us online--with Amy W. emceeing and Nicole W. validating TR-I-N-G-O cards. We had four winners receive gift cards to the Sparta business of their choice-- with one winner thoughtfully donating their prize to another. Adult Services hosted another gathering of the Coffee and Chat Book Club. This month's selection was The Dutch House by Ann Patchett. Eight readers received a reading kit with their selection-- containing several thematic goodies and an explanation of each. A Delft-inspired coaster, instant Starbucks & tea, and a package of stroopwafels were enjoyed during the thoughtful discussion led by Kristin S. and Nicole W.

Upcoming Programming:

- Youth Services: In May, the Youth Services crew turns their whole attention to preparing for the 2021 Summer Learning Challenge. Specifically, plans for our Curbside Kick-Off event on Friday, May 28 include Craft-It bags, Beanstack information packets, sidewalk chalk, bubbles, treats, and more! May's Teen Trivia theme is movies and will highlight movie quotes, famous performers, and more, as teens compete to win a Jaws movie blanket, gourmet popcorn, and a vast selection of theater candy.

- Adult Services: In May, Adult Services will host a Coffee and Chat Book Club designed to highlight Asian and Pacific Islander Heritage Month. Adult Services will be assembling reading kits to complement Moloka'i by Allen Brennert. Hawai'ian fruit gels and shortbread cookies with fruit (flown in from Maui!) will be included in the kits, along with a floral bookmark to color. Like our Youth Services counterparts, we will also use the month of May to prepare our Adult Summer Activity and Summer Kick-Off Kits. Each month this summer will feature a different learning activity, related craft, and spice-of-the-month, all for the adults! Our kick-off kit has a beach mug, powered beverage, sweet snack, magnetic spice shaker and activity information packets (thanks, Youth Services!). Stay tuned for the fun.

Operations:

- Grants: SFL has been awarded an *ALA Libraries Transforming Communities: Focus on Small and Rural Libraries* grant. The \$3,000 grant will help to fund our "Find Yourself on Our SFL Shelf" initiative and provide community engagement resources and opportunities involving the Latinx and Ho-Chunk cultures and communities. Wallace, Schreiber and Tryggestad took part in the orientation webinar, with Tryggestad working on the online training modules and participating in the marketing webinar. Funds should be received this week, with planning for late summer or early autumn programming.

- Staff Training & Education: Staff Development Day included training on the Automated External Defibrillator from Monroe County Health staff. Staff were also given wellness training on stress relief and mindfulness. The afternoon training on fire extinguishers had to be rescheduled due to an emergency and staff went over safety scenarios including fire, tornado, intruder, and hazmat (including health hazards).

- Staff Check-ins: Schreiber met with Youth Services staff (Wegner & Haack) on Friday, April 9th for one-to-one check-ins and followed up with a YS Summer Learning Challenge meeting on Tuesday, April 13th (Wegner & Shipley). Wallace met for one-to-one check-ins with Adult Services staff on Friday, April 16th (Einer, Weissenberger & Haack). Tryggestad met with all staff members (full, part-time and substitutes) for one-to-one chats this past week. Finally, Leadership team (Wegner, Wallace, Schreiber & Tryggestad) meets every two weeks to discuss programming, procedures and operation.

- Staffing: I am requesting the use of my vacation time for knee surgery on June 21st. As I know better what to expect, I anticipate being off until July 14th. As previously, I will be checking emails daily and will begin check-ins with staff as soon as able.

- COVID Vaccinations: Majority of staff have received either their second dose or initial dose (and voluntarily provided this info).

- Friends of Sparta Free Library: Book Sale for Friday, May 21st, 4-7pm and Saturday, May 22nd, 10am-2pm at the Boys & Girls Club with masks and safe distances encouraged. No donations are being accepted at the Library for this sale due to the overflowing supply in the storage room.
- I attended the April Monroe County Board meeting and made a well-received presentation outlining the library's accomplishments in the past year.

Building & Grounds:

- Security System: Initially thought was a faulty sensor pad on back entry; further issues when Brinks Security tried to install, with several sensors not reading; currently inoperable.
- Electrical: Two fire exit lights in Adult Services replaced by Lydon Dry Wall and Electric. Outdoor plug-in needs a more permanent cover to disable use. Adult Services Desk Shield: Volunteer Skip Frazee, along with his son Joel Frazee, completed the addition to the shield. Skip also replaced a broken toilet seat in the staff bathroom.
- Stump Removal: City crews did a terrific job of removing the tree stumps & adding in new soil.
- Walkway to Bridge: Kudos to the nice replacement job on the sidewalk ramp leading to our library from the covered bridge (Reinhard).

Old Business:

- Expansion Committee update. Trustees Mueller, Perry and Lenz met to develop a draft timeline for the expansion project. Youth Services Coordinator Schreiber asked if a decision has actually been made about the process for the expansion, specifically if the construction of the addition will precede the renovation of the existing library. Trustee Mueller indicated that this will probably be the case. Trustee Mueller also noted that more information will be needed about the renovation plans for the existing structure. What will that entail?
- Sparta City Treasurer Sund contacted Director Tryggestad about adding the library expansion project to the agenda at the 6 PM City Council meeting on May 12th. He noted that a formal presentation was not required, but rather this is an opportunity for the City Council to be made aware of what progress has been made to date and to discuss the future of the project. All Board members were requested to attend, if possible.
- Telephone system. Director Tryggestad informed the Board that Lynxx is currently conferring with WRLS to determine specifics about the special needs the library would have should Lynxx be selected as our service provider.

New Business:

Increased Services: Plans and procedures were thoroughly discussed and set in place for Phase 3 Re-Opening: Library Express today (May 3, 2021). As per CDC, state & local guidelines, the maximum number of patrons allowed per floor will be 15 for Youth Services and 25 for Adult Services. Face coverings will be mandatory for ages two and up, and we will continue to quarantine returned materials for 48 hours. In anticipation of increased public use,

additional air purifiers have been purchased and are in use at the Adult Services patron computer station, the DVD room, and at both circulation desks.

Items for Future Consideration:

- Report on May 12th City Council meeting discussion on the expansion project.
- Update on increased library services.
- Update on Capital Campaign committee meeting scheduled for May 27th.
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The next meeting will be held on Monday, June 7, 2021, 5 PM.

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