

Sparta Free Library
Regular meeting of the Board of Trustees
September 13, 2021

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

Members participating: Paul Lenz, Amy Bernath, Bruce Humphrey, Sandie Perry, and Terry Putman. Also participating were Library Director Michelle Tryggestad and Youth Services Coordinator Aimee Schreiber. Trustee Reinhard Mueller was excused.

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

Public Input: None.

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

Trustee Bernath announced that the Sparta Public Library was named as a beneficiary of the Zel and Babette Rice Charitable Remainder Unitrust. The library's share of the trust's residue is 15%, which should be distributed within the next 30 days.

Directors Report:

Programming

August Programming Highlights:

- **Youth Services:** In August, the library wrapped up our 2021 Summer Learning Challenge with 222 total participants (139 children, 27 teens, 56 adults), and 85 who fully completed the challenge. The activity to-go kits provided to children and teens during the summer totaled 1,800 kits. Youth Services hosted our first every Story Trail, featuring the story *What Do You Do With a Tail Like This?* and the outdoor installation had 47 participants. The final Virtual Lego Club Challenge of the summer saw twelve competitors creating food-themed Lego builds. Additionally, at the end of August, Youth Services staff presented at four different Teacher Workshop Days, sharing library resources and information with over 100 local educators.
- **Adult Services:** In August, Adult Services provided 56 Adult Activity Kits with DIY Native WI Seed Balls and 49 Spice Club Kits with Spanish paprika to our adult patrons. A fantastic presentation on gardening with native plants, featuring both Necedah Nat'l Wildlife Refuge's Ranger Christina and a Master Gardener, accompanied our Adult Activity Kits and aired on zoom August 12th. Our Spice Club contest, "Spice Up Your Summer" had a lucky winner earn a \$25 gift certificate to Northwood Country Market. In August, Needlecraft Club had 8 participants completing marbled embroidery projects from Creativebug through our WRLS subscription. Ten members of the Coffee & Chat Book Club gathered at Ginny's Cupboard to discuss *When Harry Met Minnie*. Twelve people participated in TR-I-N-G-O summer themed trivia on August 2nd.

Upcoming Projects & Programs:

- Youth Services:
 - o Snuggly Stories - Fall Mondays
 - o Outreach/Daycare Storytimes - Fall Wednesdays
 - o Library Storytime - Fall Thursdays
 - o Lego Club - September 11
 - o Open Play Day - September 18
 - o Groovy Mondays - September 20
 - o Latinx Youth Book Discussion (ALA Grant) - September 21
 - o Teen Advisory Group Meeting - September 21
 - o Teen Crafternoon - September 23
 - o Board in the Library (game night) - September 28

- Adult Services
 - o September Spice Club Kits: Ground Cumin -- September 6th & new sponsorship with Northwoods Country Market
 - o "Flavor Your Fall" Recipe Contest
 - o Needlecraft Club: Fall Cross Stitch -- September 8th & 22nd
 - o Color Me Happy with Lori (Adult Coloring Club) -- September 15th
 - o Coffee & Chat Book Club: Oona Out of Order-- September 21st @ Ginny's Cupboard
 - o Latinx Book Discussion: Mexican Gothic- September 23rd
 - o TR-I-N-G-O: Flashback & Movie Trivia -- September 27th @ 6:00PM
 - o Tech Thursdays (Help With Your Device) – every Thursday starting September 16th from 11:00AM - 2:00PM, by appointment or drop in
 - o Afghan Children's Clothing Donation Drive with Team Rubicon

Operations:

- Fall and Winter Schedule: Began September 7th with positive comments from patrons and understanding of the mask mandate due to current county advisement. Alternate staff work six of seven days every two weeks (half days on Fridays and Saturdays). This is an item of concern supporting the additional staffing needs approved by the board in 2020 and will be part of the 2022 budget considerations.

- Increased Services: Patrons have been extremely supportive of the mask mandate. Additional computer hubs, comfort seating, chairs and tables have been reintroduced with new layouts for patrons to enjoy. The program room is ready for upcoming use; however, we plan to closely monitor CDC and MoCo recommendations for beyond September. We can allow for adjustments depending on interest levels for both youth and adult programs. The downstairs staff area remains closed to the public with restrooms available upon request (fully open during programs). Cost to retrofit a drinking fountain with a bottle filler ranged from \$600-\$1000, which seemed unnecessary considering the future plan of the space (staff only). Fountains are turned off for now, with disposable cups available by each bathroom sink for patrons. The old stairway will remain closed to staff only with an easy access safety gate installed at the lower level by wonderful volunteer handyman Skip Frazee. Continued closure of the former front door allows for staff monitoring of numbers and safety.

- Volunteers: We currently have four volunteers in our roster, assisting with WRLS van delivery Monday, Tuesday, Friday, and every other Wednesday

Building & Grounds: Parking continues to be busy with the east lot heavily used most days, predominantly by non-library business

Old Business:

Wi-Fi needs and hours: Director Tryggestad reported that requests have been received from several educators regarding their students' poor internet accessibility, with middle and high school students utilizing those before school and late evening hours. SFL is one of only a handful of places in the Sparta area you can access without having to purchase or with limited time. In checking with Chief Nottestad, there were very few significant complaint calls about mischief or possible misbehavior outside the library from May through August. The calls they did receive occurred during the afternoon (1 to 4 pm) by the fountain. While they did have some suspicious activity between 11 pm and 4 am, those did not result in charges. In suggesting we expand the schedule for Wi-Fi, Chief Nottestad expressed an understanding of SFL's purpose and was supportive. Staff and PD will monitor and keep each other notified of any concerns. Director Tryggestad recommended the Library Board vote to restore active Wi-Fi to 6 am to 11 pm seven days a week. **Humphrey, seconded by Bernath, moved to restore active Wi-Fi hours to 6 am-11pm seven days a week. Motion carried.**

Expansion Committee update: Director Tryggestad provided the Board with minutes of the first library expansion Blue-Ribbon Committee meeting. Since some time has elapsed since the original FEH architectural proposal, it was decided to revisit the selection of the architectural firm, with FEH and HSR Associates invited to submit proposals. City Administrator Fahning will contact both organizations. As HSR Associates is not familiar with the library, they will be touring the building on September 22nd. Both firms will be presenting their proposals at the next Blue-Ribbon Committee meeting at noon on September 29th. This is a public meeting and Board members are encouraged to attend.

Campaign Committee update:

- Trustee Bernath reported that pledge reminders for the remainder of 2021 have been mailed. By the end of 2021, campaign revenue should be at \$1million. Trustee Mueller and FOSF representative Skip Frazee escorted representatives of Multi-Stack through the Library in early September, to explore the potential for an in-kind contribution of materials and/or installation of HVAC in the expanded library.
- Director Tryggestad reported that she and Barbara Rice met with Century Foods, Inc. plant manager Tom Miskowski. Century Foods, Inc. has pledged \$25,000 for the naming opportunity for the Collection for Spanish-speaking Patrons. He was pleased to hear about the ALA grant and progress that has been made to expand the collection.

New Business:

Blue-Ribbon Committee update: Trustee Humphrey advised that John Winkleman, a former Dean of Students at Beloit College and a former Beloit Library Board member, was unanimously elected to chair the committee. Per Humphrey, the City Administrators feel that the expansion project can be done in less than the estimated \$5million. He assured the Board that, whichever architectural firm is selected, the library staff and leadership will drive the interior design.

2022 Holiday & Closing Schedule: Director Tryggestad presented a proposed 2022 Holiday & Closing Schedule. **Bernath, seconded by Putman, moved to approve the schedule. Motion carried.**

Director Review Process: President Koll requested that a 3-person subcommittee be established to develop a process for the annual Library Director performance review. Trustees Perry and Bernath agreed to serve on the committee, along with President Koll. A meeting will be scheduled in September.

Items for Future Consideration: Director Tryggestad provided a proposed Animals in the Library policy for future Board consideration.

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

Humphrey, seconded by Perry, moved to adjourn the regular meeting. Motion carried. Meeting adjourned at 5:45 PM.

Sparta Free Library Board Annual Meeting

The meeting was called to order by President Laura Koll at 5:45 PM.

Nomination and Election of Board Officers: President Koll reminded the Board that the Annual Meetings should be held each May. To enable the transition back to the May time frame, she recommended we extend the term of office for the existing officers until May of 2022. **Humphrey, seconded by Lenz, moved to extend the term of office for existing officers until May 2022. Motion carried.**

Goal Setting Schedule: Director Tryggestad reported that she contacted WRLS Director Kristen Anderson about facilitating the Board's goal setting process. Anderson agreed, but requested further guidance about how the Board wants to proceed. Meet prior to the May Annual Meeting? Conduct the planning during the May Annual Meeting? Any procedural preferences? Trustee Bernath suggested starting the process with a facilitated SWOT Analysis (strengths/weaknesses/opportunities/threats). President Koll recommended the first session be conducted in October. Director Tryggestad will contact Anderson and advise the Board of dates.

The next Annual Meeting will be held on May 9, 2022.

Humphrey, seconded by Putman, moved to adjourn. Motion carried. Meeting adjourned at 5:51 PM.