

Sparta Free Library
Regular meeting of the Board of Trustees
November 1, 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, Reinhard Mueller and Terry Putman. Also participating were Library Director Michelle Tryggestad, Adult Services Coordinator Nicole Wallace and Youth Services Coordinator Aimee Schreiber.

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

Public Input: None.

Finances: A printed report reflecting October expenditures and income was distributed, as well as a list of year-to-date expenditures with comparison to budget for 2021, **Bernath, seconded by Perry, moved to approve the bills. Motion carried.** A copy of the proposed 2022 budget was also distributed. The City Council will be voting on the final budget later in November.

Directors Report:

Programming

October Programming Highlights:

- Youth Services: Youth Services saw an upswing in attendance at our regular programming this month, including at Lego Club, Groovy Mondays, and Storytimes, including new families and children. At the end of September Miss Aimee participated in the St. John's Literacy Night, where she read a farm-themed book (numerous times!) as one of the evening's activities. Teen Crafternoon had 8 attendees who showed their creativity by decorating mini pumpkins with paint, buttons, sequins, and more! Star Wars Reads Day was the highlight of the month, with 42 participants at the co-hosted event at the Deke Slayton Museum. Attendees dressed in Star Wars costumes, made themed crafts, munched space snacks, and tried out a tricky scavenger hunt. All attendees received Star Wars prizes thanks to our generous anonymous donor.
- Adult Services: We kicked-off October with 40 Spice Club kits featuring cardamom with recipes. Five participants enjoyed the Color Me Happy adult coloring program with tattoo-style coloring pages and easy-to-grip coloring pencils (designed for individuals with arthritis). The Coffee & Chat Book Club also had five attendees and branched out into sci-fi this month. A total of 15 people were present for Needlecraft activities—some learning to make needle felted acorns and others bringing their own projects. Spooky TR-I-N-G-O and 'Tails (trivia bingo with mocktail ingredients and a drink recipe) had its largest attendance yet with 15 adults playing for local merchant gift cards. For our ALA Libraries Transforming Communities grant project, 10 participants came to our fireside chat and book discussion on Native American treaty rights with Priscilla Cleveland, member of the Ho-Chunk Nation. Finally, the Adult Services team, conducting outreach with Catholic Charities, provided 45 library cards and a mini lesson on accessing online resources to Afghan Teachers at Fort McCoy.

Upcoming Programming:

- Youth Services:
 - Snuggly Stories - Fall Mondays
 - Library Storytime - Fall Thursdays
 - Lego Club - November 6
 - Open Play Day - November 13
 - Groovy Mondays - November 15
 - Teen Advisory Group (TAG) Meeting - November 16
 - Teen Crafternoon: Paperback Hedgehogs - November 18
 - Minute to Win It: Kids vs. Adults - November 20
 - Board in the Library (game night) - November 30

- Adult Services:
 - Spice Club – Pumpkin Pie Spice Blend: not just desserts! Available November 1
 - Tech Thursdays – every Thursday 11am – 2pm
 - Needlecraft Club – Learn to crochet dishcloths. November 5 & November 19
 - Outreach to Afghan guests “What Can a Public Library Do for You?” November 10 @ Fort McCoy
 - Coffee & Chat Book Club – The Midnight Library by Matt Haig. November 16 @ Ginny’s Cupboard
 - Color Me Happy –Fall-themed adult coloring. November 17
 - Flavor Your Fall – Spice Club contest; winner November 19
 - Turkey Tringo & ‘Tails – Ginger buck mocktail kit. Sign-up begins November 8; virtual game November 22.
 - Adult Snowflake Decorating Contest—Grab your wooden snowflake, November 1 - 22. Return by November 29. People’s choice voting December 1-10.

Operations:

- Phone system: No response from CenturyLink; will reach out to Lynxx for 2022 implementation plan

- WRLS Updates: Focus of WRLS Biannual Planning Day on 10/21 – community needs and how we can address (housing, childcare, equitable internet access). \$3.3 million made available to WI Institute of Museum & Library Services through the American Rescue Plan Act – after discussing options, directors submitted their top choices for possible funding (Meeting Owl Pro units, Outdoor Solar Charging Stations, Uptown Charging Benches, HEPA Air Purifiers) – WRLS will compile & submit.

- City Finance & County Finance presentations: (infographic) highlights of past year Sept. through current Sept. & need for additional FTE staffing.

Building & Grounds:

- Front door signs: Looking into “entrance temporarily closed” inserts; maintain chains as they keep boards upright
- Ceiling: One more tile removed – mold; north wall upstairs above new non-fiction.

Old Business:

Blue Ribbon Committee Update: Director Tryggestad reported that she and Committee Chairman Winkleman met with the City Administrators on October 13th. The City is prepared to proceed with the building project soon. The Capital Campaign funds raised by the Friends of the Sparta Free Library will not be needed in the initial phase of the building project, and will probably not be needed until late 2023.

Campaign Committee update: Trustee Bernath reported that pledge payments continue to be received, and that Campaign revenue should be close to \$1 million by end of the calendar year.

Director Review Process: The Board Officers (who comprise the evaluation committee) have been receiving input from patrons, staff and other stakeholders. An initial review has been drafted, and the Board is encouraged to provide additional input.

Goal Setting Meeting Agenda: Director Tryggestad provided the proposed agenda that WRLS Director Kristen Anderson had developed. The meeting will be held on November 8th at 5 PM.

New Business: Library hours for the Wednesday prior to Thanksgiving (November 24th) have been changed to 9 AM until 4 PM. Staff hours will be 8 AM-4:30 PM.

Items for Future Consideration: None.

The next meeting will be held on Monday, December 6, 2021, 5 PM.

Bernath, seconded by Lenz, moved to adjourn the regular meeting. Motion carried.
Meeting adjourned at 5:44 PM.