

Sparta Free Library
Regular meeting of the Board of Trustees
December 6, 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 Tryggstad, Youth Services Coordinator Aimee Schreiber and John Winkleman (Chair of the Mayor's Blue Ribbon Committee for the Library Expansion project). Trustee Reinhard Mueller was excused.

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

Public Input: None.

Trustee Bernath, seconded by Putman, moved to amend the agenda, moving item 6 (New Business) to directly after item 5d (Blue Ribbon Committee update). Motion carried.

Finances: A printed report reflecting November 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 City Council's approved 2022 budget was also distributed. **Perry, seconded by Putman, moved to approve the budget. Motion carried.**

Directors Report:

Programming

November Programming Highlights:

- **Adult Services:** November was a fun and busy month for Adult Services! Pumpkin pie spice was a popular offering, with 46 bags gobbled up! This month marked the end of the Flavor Your Fall contest; 15 recipes were submitted and a drawing for a \$25 Northwoods (our ongoing sponsor) card saw one lucky winner. Color Me Happy saw four relaxed adults coloring around the Cozy and Cute theme. Coffee and Chat Book Club had nine readers join us at Meraki this month. 13 people worked on crocheted potholders and other Needlecraft projects in November. Tech Thursday provided nine hours of tech assistance throughout the month. TR-I-N-G-O & Tails had 19 participants sipping ginger bucks and winning \$5 gift card prizes. "What Can Your Library Do For You", a presentation to guests at Fort McCoy had 44 attendees between two hour-long sessions. Finally, our snowflakes finished off the month with 32 of 60 snowflakes returned to the library. Check them out in our magazine room and vote for your favorite – top vote will win a \$50 Wal-Mart gift card, with 3 random gift card winners chosen – thanks to co-sponsor Sparta Wal-Mart.
- **Youth Services:** At the start of November, Youth Services re-introduced the Interactive Play Center and STEM toys to the Children's Room. During library visits, families have been raving about how wonderful it is to have these elements back! Lego Club was the highlight of the month with 40 attendees coming to build food-themed creations. This month Youth Services also premiered a new teen program, Ugly Sweater DIY Party, and brought back an old favorite, Minute to Win It: Kids vs. Adults. This month we continued our great interactions with the schools, with Miss Aimee visiting a Meadowview 5th grade classroom and class visits to the library from St. Pat's 4th graders and St. John's grades K - 4.

Upcoming Programming:

Adult Services:

- Spice Club – Ginger – Begins December 6
- Needlecraft Club – Counted Cross Stitch Snowflakes – December 3
- Color Me Happy – "Frozen Flowers" – December 15
- Coffee & Chat Book Club – Old World Murder by Kathleen Ernst. December 14 @ Ginny's Cupboard
- Tech Thursdays – every Thursday 11am – 2pm
- Adult Snowflake – People's choice voting December 1-10, gift cards awarded December 10
- Outreach to Afghan guests "Winter Holidays in the United States" – December 8 @ Fort McCoy
- Outreach to Afghan guests Theme TBA – December 22 @ Fort McCoy

Youth Services:

- Snuggly Stories - Fall Mondays
- Library Storytime - Fall Thursdays
- Lego Club - December 4
- Open Play Day - December 11
- Teen Crafternoon: Big Paper Art - December 16
- Groovy Mondays - December 20
- Teen Advisory Group (TAG) Meeting - December 21
- Bricks & Flicks: Shazam! - December 27
- Board in the Library (game night) - December 28
- De-stress with Dogs - December 29
- Noon Year's Eve Party - December 30

Operations:

- 2022 Budget Projection: continuing to wrap up purchases; requested invoice from WRLS to prepay 2022 (as last year)
- Youth Services Coordinator position: Posted opening on Wisconsin Libraries listserv, WRLS Directors and WRLS Youth Services, website and Facebook; emailed UW-Madison, - Milwaukee and UWSSLEC Schools of Library and Information; first consideration to applications received by December 17th , accepted until filled; job description not updated since 2013; interviews final week of December/ first week of January, with training mid to late January.

A recognition and farewell party will be held December 27th from 4 to 6:30; opportunity for families to wish Aimee well; snacks; staff are breakfasting with Aimee on Friday, Dec. 17th.

Training:

- WLA Conference 2021, *Back on Track & Moving Forward*: Director attended; highlights included Designing the Post-Pandemic Library Part 1 & 2, Creating Community Beyond Biases: Library Resources; Continuous Recruitment and How it Worked for the Hales Corners Library; and Transitioning to a Bookstore Model; Inclusive Cataloging, along with national renowned speakers and WI authors
- Staff Development Day: Monday, Dec. 13th; Safety and drug awareness update by Sparta PD; Staff meeting with FEH updates; lunch with Amy B. & Sandie P.; holiday exchange and craft

Building & Grounds: Front door signs are on order.

Old Business:

Goal setting meeting update: The Board of Trustees participated in an initial strategic planning meeting facilitated by WRLS Director Kristen Anderson on November 8th. The strengths and challenges of the community, and how the library can nurture the strengths and meet the challenges was discussed, as well as the overall strategic planning process. More sessions will be conducted in 2022.

Blue Ribbon Committee:

Director Tryggestad met virtually with leadership team to discuss staff suggestions to newest plan; provided FEH with collection growth numbers to adequately assess space need. A single entry to the library is a top priority. Two possible plans – including elevator or without; updated budget from 2017. FEH developed a draft drawing, cost estimate, and timeline, which Director Tryggestad distributed to the Board.

Trustee Humphrey noted that the new FEH plan varies significantly from the plan that had been presented to the Blue Ribbon Committee in September. It is larger (12k square feet) and more expensive (\$6 million). Blue Ribbon Committee Chair Winkleman recommended that Director Tryggestad have FEH revise the plan to better fit within original budget and footprint.

Trustee Perry noted that once space is lost – it can never be replaced. She inquired if it would be possible to maintain the size of the facility without fully finishing the entire interior, completing that process when funds permit.

Trustee Humphrey advised that a meeting of the Blue Ribbon Committee should be called. Director Tryggestad will contact the Mayor to convene the meeting.

New Business:

On the Tuesday before Thanksgiving, a library staff member reported testing positive for COVID. As the staff member had been in contact with all other staff members, the library was closed on Wednesday. Over the long weekend, all other staff tested negative and the library was able to open again on Monday morning.

Director Tryggestad provided a revised Health Crisis Policy, that outlines what actions will occur in event the library is closed. President Koll recommended the proposed policy be revised to “in the event of positive test, closure, or a quarantine implementation.” **Humphrey, seconded by Putman, moved that the policy be approved as amended. Motion carried.**

Humphrey, seconded by Perry, moved to adjourn and convene in closed session under the exemption set out in Wisconsin Statutes 19.85 (1)(c) to consider staff compensation and performance evaluation data. A role call vote was conducted. Motion carried. Regular meeting adjourned at 5:59 PM.

Closed session meeting adjourned at 6:20 PM. The regular meeting was immediately reconvened.

Lenz, seconded by Perry, moved to continue employment of Director Tryggestad based on performance review. Motion carried.

Putman, seconded by Humphrey, moved to award Youth Services Coordinator Aimee Schreiber a \$2,500 bonus for exceptional performance. Motion carried.

Items for Future Consideration: None.

The next meeting will be held on Monday, January 3, 2022, 5 PM.

Bernath, seconded by Humphrey, moved to adjourn the regular meeting. Motion carried. Meeting adjourned at 6:24 PM.