

**Sparta Free Library
Regular meeting of the Board of Trustees
April 4, 2022**

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

Members participating: Paul Lenz, Amy Bernath, Bruce Humphrey, and Terry Putman, and Reinhard Mueller. Also participating were Library Director Michelle Tryggestad, Interim Youth Services Coordinator Kim Wegner and (representing the Friends of the Sparta Free Library) Nancy Frazee, Trish Shecterle, Sherri LaCourse and Christie Heitman. Trustee Perry was excused.

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

Public Input: None.

Finances: A printed report reflecting January expenditures and income was distributed. President Koll questioned why FEH library expansion design expenses are included on the Library's check register of monthly expenses. She advised that the city treasurer needs to clarify where FEH costs are offset by Friends of the Library contributions to the building fund. Director Tryggestad will contact the city treasurer for clarification. Trustee Mueller noted that an up-front outline of costs, broken down by construction process steps & deliverables should be developed. **Mueller, seconded by Humphrey, moved to approve the bills, with the exception of the 3 FEH costs. Motion carried.**

Friends of the Sparta Free Library: Trish Shecterle, President of Friends of the Sparta Free Library (FOSFL), provided a brief summary of the group's activities over the past 5 years, when the current officers assumed their leadership roles. At the onset, the group had only 35 (lapsed) members. Currently, they have over 200 members. Through bi-annual book sales, annual membership renewals, multiple fund-raising endeavors, as well as intensive efforts in support of the capital campaign for the library renovation & expansion, they have achieved their goal of supporting both ongoing library activities and the expansion project. Now, they are stepping back.

Their plan is to maintain membership renewals, and continue to provide all administrative aspects of the capital campaign, but they will no longer coordinate book sales. (They will, however, provide all contact information and detailed instructions on orchestrating book sales to anyone interested in taking over the project.) Once the expansion project is complete, they intend to completely step away from their leadership of the FOSFL.

Trustee Bernath, echoed unanimously by the remainder of the Board, commended the Friends leadership team for their extraordinary efforts over the past 5 years, noting that the expansion project would not have been possible without them. "Both the Sparta Free Library and the entire city of Sparta owe you a tremendous debt of gratitude." Trustee Humphrey noted again, that without the help and support of the FOSFL, the project would have happened.

Director's Report

Programming: Director Tryggestad and Interim Youth Services Coordinator Wegner provided overviews of the extremely robust March programming efforts, as well as upcoming planned April events.

Operations:

- Director Tryggestad shared the Governor's Commendation for Library Service that was presented to Sparta Free Library by Governor Evers
- Youth Services Coordinator position: Cheyenne Puetz will begin June 1st; MLIS in May from U of IL Urbana with BA in English & HR from U of IA; experiences volunteering & programming at Urbana FL & Neighborhood Connections Center, as well as desk services in library & registrar at U of IL
- Adult Services Coordinator position: Applicant offered declined due to wanting part-time; follow up interview with prior & new applicant interview
- Substitutes: Terry Haack and Carol Schmitz began training for the Substitute Assistant position the week of March 21st through April 14th.
- Coverage: All staff continue to go above and beyond to maintain patron services, create social media posts & handouts, as well as beautiful displays
- Closures: Friday & Saturday, April 15 & 16 (Easter weekend); Monday, April 25th, Staff Development – library tour(s) 3.

Building & Grounds

- Patron Restroom (west): blockage; multiple staff, then Sure Plumbing
- Spring Cleaning: Added six additional hours from Apr. 16 – 29th to Carol S.'s custodial for spring tasks – interior windows, HVAC vents, deep cleaning furniture & sinks, etc.

Bernath, seconded by Humphrey, moved to adjourn and convene in closed session under the exemption set out in Wisconsin Statute 19.85 (1)(c) which reads as follows: consideration of employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility and will reconvene again in open session. A roll call vote was conducted. Motion carried. Regular meeting adjourned at 5:29 PM.

Closed meeting adjourned at 5:35 PM. The regular meeting was immediately reconvened.

Mueller, seconded by Lenz moved to approve the starting salary of \$45k for Youth Services Coordinator Cheyenne Puetz. Motion carried.

Bernath, seconded by Mueller, moved to approve hourly wage of \$12.50 for new Substitute Assistant positions. Motion carried.

Old Business:

- Annual Report highlights: tabled until May meeting.
- Holiday Policy amendment (second reading): **Bernath, seconded by Humphrey, moves to approve the Holiday Policy and amend this year's Holiday closures to include Saturday, July 2nd. Motion carried.**
- Expansion update: Director Tryggestad explained that the estimated cost of the expansion project has risen to \$5,189,680, due to the expense of the revised design plan. President Koll advised that the additional \$190k must be assumed by the Capital

Campaign. Trustee Mueller reminded the Board that these estimated costs mean nothing until we have an actual construction bid in hand. Director Tryggestad told the Board that the Advisory Committee was invited to join the last meeting with FEH and the Core Planning Committee. Trustee Bernath asked when will the project be considered “shovel ready?” Trustee Reinhard feels it is when the City Council approves the construction bids.

- Campaign update & meeting. Director Tryggestad presented 2 possible dates for a virtual meeting that would include the Board, the Capital Campaign Committee, and Jodi Sweeney. Monday, April 18th at 5 PM was selected. Director Tryggestad will arrange to use the City Hall Chamber. Trustee Humphrey noted that Sweeney should continue to pursue additional federal grants.

New Business:

- Community Expansion unveiling event & display: Tabled until after the meeting scheduled on April 18th.
- Items for Future Consideration (Expansion):
 - President Koll recommended that, as we get closer to the start of the expansion, the Board will need to address the building access policy. Specifically, decisions and policies concerning the use of the front door access must be made.
 - Trustee Bernath forewarned the Board that several decisions regarding acknowledgments/recognitions of donors will also be needed.
 - President Koll asked that a composite list of expansion-related decisions facing the Board, with timeline, be developed. Director Tryggestad will coordinate compiling same.
- Other Items for Future Consideration: Annual Meeting to elect Board Officers should be scheduled in May.

The next meeting will be held on Monday, May 2, 2022, 5 PM.

Putman, seconded by Bernath, oved to adjourn the regular meeting. Motion carried.
Meeting adjourned at 6:05 PM.