

**Sparta Free Library  
Regular meeting of the Board of Trustees  
January 3, 2022**

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, City Administrator/Treasurer Mark Sund, and (representing the Friends of the Sparta Free Library) Doctor John (Skip) Frazee. Kevin Eipperle representing FEH Design attended virtually.

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

**Public Input:** None.

**Trustee Perry, seconded by Humphrey, moved to amend the agenda, moving item 5b (Expansion Committee Update) to directly after item 2 (Public Input). Motion carried.**

**Expansion Committee Update:**

Director Tryggestad distributed revised expansion/renovation drawings and cost estimates, including the new roof and additional elevator. She explained that this design, at 8,800 square feet, allows for future expansion. The design also brings the estimated cost back to slightly over \$5 million, the same as the original estimate. A lively discussion ensued.

Trustee Mueller questioned the placement of the south entrance due to the grade of the slope to the entrance meeting ADA requirements. He further noted that he was disturbed by the new drawing's significant variation from the original plan that was developed after years of planning and community involvement. Trustee Bernath expressed concern about the new drawings meeting the obligations of naming opportunities promised to donors. Trustee Perry questioned the designation of the lower level as being the main level of the library.

City Administrator/Treasurer Sund reminded the Board that the City Council's resolution of support was for \$3.5 million, based on the community raising \$1.5 million. If anything more is required, the Library must get approval of the City Council, and he highly doubts the Council will approve additional funding. Further, the City will only recognize revenue actually received (on hand) by the capital campaign, not any outstanding pledge balances.

Trustee Mueller advised that there have been significant recent donations, including a mechanical donation from MultiStack and a potential federal grant. He expressed frustration at the shifting expectations for starting the project.

President Koll outlined the next steps that need to be taken as follows:

- President Koll & Vice President Perry will join the meeting between representatives of the FOSFL and FEH to reconcile the discrepancies between the new drawings and the list of donor recognition opportunities at 2 PM on 5 January.
- The Blue Ribbon Committee, already scheduled to meet at 3:30 PM on 5 January, will be asked to discuss and attempt to reconcile funding discrepancies.

**Finances:** A printed report reflecting December expenditures and income was distributed. **Mueller, seconded by Perry, moved to approve the bills. Motion carried.**

### **Directors Report:**

#### Programming

#### December Programming Highlights:

- Youth Services: Youth Services was thrilled to bring back Kriskindlmarkt Craft Day and we had 105 attendees join in on making 6 different winter-themed crafts. This month Miss Aimee hosted a Head Start Family Night at the library, with a fort-building theme; we had 56 participants who enjoyed a meal, interacted during a mini Storytime, and built fantastic reading forts in the Children's Room. December ended with a week of activities during winter break, including Bricks & Flicks (17 attendees), Miss Aimee's Farewell Party (42 attendees), teens De-Stress with Dogs (15 attendees), and our annual Noon Year's Eve Party (79 attendees).
- Adult Services: Adult program attendance in December is typically a bit slower, so we offered Adult Services programming only through December 15th. On December 8th at Fort McCoy, Nicole presented "Winter Holidays in America" (51 Afghan guests), as part of the American Culture Presentation Series with Catholic Charities. Here at the library, Spice Club distributed 42 bags and also started a new Spice Club recipe challenge, "Warm Your Winter". Tech Thursday provided 3 hour-long sessions. Our needlecraft project for the month was a counted cross stitch (6 participants). December kicked off our Women's Wellness Workshops Series, presented in partnership with Wisconsin Women's Health Foundation and featuring one of Mayo Clinic Sparta's RN's. "Stress Prevention Through Journaling" had 6 attendees. Coffee & Chat Book Club read Old World Murder, the first book in a local Wisconsin Series (10 checked out and 5 attendees at Meraki Café). Our ongoing event this month was our Decorate a Snowflake Contest. In November, 60 wooden snowflakes were picked up by adults, with 34 returned to us before December 1st. Forty-two patrons participated in the judging for our "People's Choice" prize. On December 10th, we had 1 People's Choice winner and drew 3 additional winners from those who participated in the decorating. A total of \$200 in Walmart gift cards were awarded to help make people's holidays easier, thanks to our Adult Services partnership with Sparta Walmart.

#### Upcoming Programming:

##### Youth Services

- Open Play Day - January 8
- Lego Club - January 15
- Board in the Library - January 25
- Snuggly Stories - Spring Mondays, starting Jan. 31
- Library Storytime - Spring Thursdays, starting Feb. 3

#### Adult Services:

- Snow Place Like Home Reading Program for Adults & Teens - January to March
- American Culture Presentation (Afghan Guests @Fort McCoy) - January 5
- Needlecraft Club, Loom Knitting - January 7
- Spice Club - January 10
- Job Center of WI, Job Services for Patrons - January 13
- Coffee & Chat Book Club - January 18 @Ginny's Cupboard
- Color Me Happy - January 19 • American Culture Presentation (Afghan Guests @Fort McCoy) - January 19
- Tringo Trivia & MYO Mocktails - January 24

#### Operations:

- 2021 Budget: Wrapped up purchases; prepaid WRLS for 2022 services; funds carried to contingency for conversion to Lynxx phone system in January/ February
- Youth Services Coordinator position: Minimal response by December 17th; reposting to all venues again, as well as Monroe County Herald; interviews mid-January, with training in early February
- Part-time position: Working on incorporating one or two staff with the 10 hours budgeted, specifically on Saturdays to relieve regular staff from working six of seven days every other week.

#### Building & Grounds:

- Front door signs: New signs in place. Still have public climbing over & knocking on door; considering planters for spring.
- Plumbing/ Sewer : Lower level toilet clogged again; Sure P&D was able to clear
- Parking need: Continue to experience numerous parking spaces utilized by non-library users; overnight parking extends into several days; need for Library Patron Parking Only spaces
- Plowing & sanding: Requested Saturday need, as well as early and late hour needs for Monday - Friday

#### **Old Business:**

- Goal setting meeting update: Libraries Transform Communities Turning Outward model used – being responsive and proactive to community needs; Group was asked what they like about Sparta, how is Sparta changing, and how the library could make a difference. Next steps would be to meet with more community focus groups (i.e. healthcare workers, young parents, seniors, etc.) to prioritize needs and utilizing the library as a resource.
- Campaign Committee update: Trustee Bernath reported that raised amount is now \$1,336,626 and revenue amount is now \$1,020,594.

### **New Business:**

- Director Tryggestad provided a draft revision for the Holiday Procedure that addresses the issue of compensation for holiday pay in the event of staff members working split hours between holidays and non-holidays. President Koll advised Director Tryggestad to flesh out the proposal for future consideration.
- Trustee Mueller will write and submit an article for the local newspaper, outlining the current status and challenges of the building project.

### **Items for Future Consideration:**

- Revision of Holiday Procedure
- Building project

The next meeting will be held on Monday, February 7, 2022, 5 PM.

**Mueller seconded by Perry, moved to adjourn the regular meeting. Motion carried.**  
Meeting adjourned at 6:05 PM.