

**Sparta Free Library  
Regular meeting of the Board of Trustees  
July 11, 2022**

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

**Members participating:** Paul Lenz, Amy Bernath, Bruce Humphrey, Terry Putman, Sandy Perry, Reinhard Mueller. Also participating were Library Director Michelle Tryggestad, Youth Services Librarian, Cheyenne Puetz. Also in attendance were representatives of the Friends of the Sparta Free Library(FOSFL).

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

**Public Input:** None.

**Finances:** A printed report reflecting June expenditures and income was distributed, as well as a spreadsheet reflecting the city record of library expansion payments as provided by City Treasurer, Mark Sund. Trustee Mueller questioned whether the check register item regarding Design Phase Geotec (\$2,818), could be a double-billing as the work in question was completed months ago. **Bernath, seconded by Perry, moved to approve the bills, providing the Geotec entry is validated . Motion carried.**

**Humphrey, seconded by Bernath, moved to revise the agenda to move item 5d (Carnegie steps operations protocol) up to right before item 4. Motion carried.**

Carnegie steps operations protocol: Director Tryggestad provided the Board with a written statement of staff comments regarding the proposal to use multiple entrances and exits to the library, i.e. re-opening the front doors. She then read the statement aloud and asked for Board input. The statements indicated the staff's discomfort and opposition to re-opening the front doors. Trustee Mueller stated that the controversy regarding re-opening the front doors on the library's second floor has been extremely uncomfortable and unfortunate. He lamented that it should not have to be a win/lose situation. He voiced his strong opinion that the doors should be re-opened.

FOSFL representatives spoke in favor of re-opening the front doors, reiterating their intent to fund periodic repairs to the front steps when needed. They also offered to research additional security options/measures and provide funding for them.

Trustee Humphrey noted that the front doors of the building have been open since it was built in 1902. What has changed since then? Director Tryggestad admitted that the doors were first closed in 2020 when tCOVID concerns required close monitoring of patron access, and acknowledged that the staff has become accustomed to only one entrance.

Trustee Humphrey opined that, with the absence of COVID, the doors would still be open. He further advised that there appears to be much public support for re-opening the front doors, and that within the next few months the Library Board will be going to the City Council for final approval on the funding for the expansion/renovation project. Because of the size of the funding requested, a super majority of 6 must approve the request. If public support is not there, the project could be in jeopardy.

President Koll stated that compromise options could be possible, including opening the front doors during certain hours. Director Tryggestad advised that, during opening and closing hours,

there are often only 2 staff on duty, one on each floor, which could pose a security issue. Full staffing usually occurs between 11 AM and 4 PM.

**Humphrey, seconded by Mueller, moved that the front library doors be opened during all hours.**

**During discussion period prior to voting on the motion, Trustee Bernath moved to amend the motion to having the doors open only when the library is fully staffed (11 AM to 4 PM.) Trustee Lenz seconded the amended motion. A roll call vote was conducted. Amended motion failed.**

**A roll-call vote was conducted on the original motion that the front library doors be opened during all hours. A roll call vote was conducted. Motion carried.**

President Koll asked Director Tryggestad when the library could be prepared to open the front doors? Director Tryggestad responded that she will meet with her leadership team and report back to the Board. FOSFL volunteered to fund any necessary signage.

**Humphrey, seconded by Putman, 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 6:00 PM.

Closed meeting adjourned at 6:09 PM. The regular meeting was immediately reconvened.

#### **Director's Report:**

Programming: Director Tryggestad and Youth Services Librarian Cheyenne Puetz provided information about June programming, as well as a preview of July and August programming. Attendance continues to be strong. Of particular note were the library-sponsored Snake, Rattle and Roll event at the Barney Center (250 attendees), the Pirate Party (90 participants) and STEM Challenges (40 participants).

#### Operations:

- Amanda Peterson was introduced as the new Adult Services Librarian. She joined the staff on June 15<sup>th</sup>
- The library's local server is failing more frequently. Director Tryggestad noted that most WRLS libraries do not have local servers, and rely on the WRLS OneDrive (online) server. As Sparta already pays for and utilizes WRLS access, she is exploring transferring to the WRLS service.

#### Buildings & Grounds:

- The multi-purpose room sink was repaired and drinking fountains turned on by city staff.
- Chlorine tablets were placed in the outdoor fountain by city staff (only source available).
- The staff is currently attending to custodial needs, in the absence of previous custodial services provider. Director Tryggestad is researching firms and/or individuals to assume the custodial services.

## **Old Business:**

Expansion Update: Trustee Mueller reported that the storefront Imagination Station design has been revised to better reflect what the recognition opportunities documents promised. Currently there are two: KwikTrip and The Shovelmen. Trustee Perry informed the Board she has been reviewing the FEH projected project costs and questions the need for a new flagpole, as well the need to pay moving expenses. Director Tryggestad will check with FEH about those items.

Campaign Update: Jerrilyn Brewer is coordinating the Bremer Grant application process. Sherri LaCourse has generously volunteered her services to assist with the financial and accounting aspects of the application. Trustee Bernath and Director Tryggestad are also working on the project. \$250k is being requested. Submission deadline is August 11<sup>th</sup>.

Expansion Community Sneak Peak event. Director Tryggestad announced that the open house event will be held on August 15<sup>th</sup> from 4-6:30 PM. A display of drawings and design plans will be available to provide the general public with insight into the new facility and project timelines. All Board members are encouraged to be on hand to help answer questions and share information about the project.

**Items for Future Consideration:** Plans for the August 15<sup>th</sup> Expansion Sneak Peak event.

The next meeting will be held on Monday, August 1, 2022, 5 PM.

**Bernth, seconded by Perry, moved to adjourn the regular meeting. Motion carried.**  
Meeting adjourned at 6:40 PM.