

**Sparta Free Library
Regular meeting of the Board of Trustees
June 6, 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. Also participating were Library Director Michelle Tryggestad, Interim Youth Services Coordinator Kim Wegner, and the new Youth Services Librarian, Cheyenne Puetz. Also in attendance were representatives of the Friends of the Sparta Free Library (FOSFL). Trustee Mueller was excused.

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

Public Input: None.

Finances: A printed report reflecting May 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. **Bernath, seconded by Perry, moved to approve the bills. Motion carried.**

Expansion Business:

Expansion update:

- FEH architects presented the 100% Design proposal. The Board's approval is required in order to create a bid document. Kevin Eipperle (FEH) explained that the cost estimate has increased from \$5.2 to \$5.7 million. Several cost saving strategies were identified and discussed, including reduction in the amount for furnishings and technology, as well as the amount projected for contingencies. The roof will be designed to support solar panels, but none will be installed until a later date in order to reduce immediate costs. These savings will bring the cost estimate down to \$5.4 million.

Eperle also explained that Multi Stack's potential donation of HVAC components don't make sense for this facility, that will have a hydronic heating system.

Trustee Humphrey expressed his concern about the increased cost. In three months time, the estimate has risen \$500k. Can we anticipate a proportionate increase from today in another 3 months? He cautioned that we cannot proceed until we have the funds in-hand. Director Tryggestad advised that the City Administrators are aware of the increases and felt comfortable with proceeding. **Bernath, seconded by Lenz, moved to approve the design, contingent upon reducing technology, furnishings, and contingency fund expenses. A roll call vote was conducted. Motion carried.**

State Historical Preservation Office: Director Tryggestad announced that the renovation/expansion design is acceptable to the State Historic Preservation Office. They request that before and after photos be submitted when the project is completed.

Carnegie steps: Trustee Perry and Skip Frazee met with Richard Hundt regarding step repairs. The repairs will be a functional fix until the renovation is completed. The FOSFL has offered to pay for the repairs. **Putman, seconded by Lenz, moves to approve the proposed repairs. Motion carried.**

Humphrey, seconded by Lenz, 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 6:18 PM.

Closed meeting adjourned at 6:22 PM. The regular meeting was immediately reconvened.

Director Tryggestad announced that Amanda Peterson will be joining the library staff as the Adult Services Librarian effective June 13th. She earned her MLIS in May 2021 from UW-Milwaukee with a BS in Psychology from UWL. Her experience includes school LMC director as well as an assistant to senior care activities service.

Director's Report:

Programming: Director Tryggestad and Interim Youth Services Coordinator Wegner provided overviews of May programming efforts, as well as upcoming planned June events.

Operations:

- Cheyenne Peutz was introduced as the new Youth Services Librarian. She joined the staff on June 1st.
- WRLS IT: Director Tryggestad shared the expansion design with the WRLS director and will be meeting with her soon to discuss expansion IT needs and options.
- Promotions: Summer Library Program information has been sent to newspaper, radio, Chamber of Commerce. Flyers and calendars have been provided to City Hall.

Staff Development:

- FOSFL funded conference fees for Director Tryggestad to attend the annual WLA Conference.
- On May's Staff Development Day, the library staff toured West Salem, Coon Valley, Cashton and Viroqua and Norwalk Public Libraries. They focused on circulation desk and staff workplaces.

Old Business:

Campaign update:

- Trustee Bernath reported that she had contacted potential grant writer Jerrilyn Brewer about consulting for a Bremer Foundation grant opportunity. Approximately \$11k is still available in the Building Expansion checking account. Ms. Brewer expressed her interest in working on the project. Her hourly fee is \$100 per hour. **Bernath, seconded by Perry, moved to approve hiring Jerrilyn Brewer to assist with grant writing NTE 100 hours. Motion carried.**
- Director Tryggestad recommended that a series of expansion preview events, complete with displays, be scheduled for members of the community. She will begin scheduling the session starting in mid-July. In addition to providing expansion plan information, the sessions will also serve as an opportunity to promote membership in FOSFL.

New Business:

Friends of the Sparta Free Library: Trish Shecterle, President of FOSFL, provided an overview of the FOSFL Annual Meeting.

Items for future consideration: Expansion project progress, budget issues.

The next meeting will be held on Monday, July 11, 2022, 5 PM.

Perry seconded by Putman, moved to adjourn the regular meeting. Motion carried.
Meeting adjourned at 6:50 PM.