

**Sparta Free Library
Regular meeting of the Board of Trustees
March 7, 2022**

The meeting was called to order by President Laura Koll at 5:03 PM.

Members participating: Paul Lenz, Amy Bernath, Bruce Humphrey, Sandie Perry, Terry Putman, and Reinhard Mueller. Also participating were Library Director Michelle Tryggestad, Interim Youth Services Coordinator Kim Wegner, City Administrators Todd Fahning and Mark Sund and several members of the Friends of the Sparta Free Library.

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

Trustee Perry, seconded by Mueller, moved to amend the agenda, moving item 5a (Expansion Update: Review & Consideration of Schematic Design) to directly after item 2 (Public Input). Motion carried.

Public Input: None.

Expansion Committee Update: Christy Monk, representing FEH Design, distributed multiple copies of the schematic design proposal to the Board of Trustees and all in attendance. She described the design in detail, noting that two versions were available: one with the main entrance and a plaza on the south side of the building and one with the entrance on the east side of the building.

Trustee Perry reminded Ms. Monk that the arched windows were replaced in 2008, with the sponsorship of several generous donors. Small brass plates on the replaced windows recognize those donors. Two of those windows are on a wall that will be demolished in the renovation process. Ms. Monk assured Trustee Perry that those windows will be relocated and retained. Trustee Perry further noted that there are 19 window arches that were not able to be used in 2008 were kept and stored for use in this renovation. Ms. Monk assured Trustee Perry that they should be able to be used in the renovation/expansion.

Trustee Mueller advised that the south side entrance area requires the installation of a trench drain to help waters runoff. He warned that trench drains often fail, freeze and/or clog. In that event, the water would channel directly into the library and elevator shaft. He strongly recommended the east side entrance option, as it would allow for natural drainage rather than a trench drain. City Administrator Fahning agreed with Trustee Mueller, noting that the plaza design option presents problems for city crews for snow removal, as well as tree leaves clogging the trench drain.

Ms. Monk advised that the east side entrance would require an estimated additional \$15k, as well as a loss of square footage to the Children's Library on the lower level. She noted that FEH staff are still working on option to minimize the potential loss of that space.

Trish Shecterle, President of the Friends of the Sparta Free Library, inquired about the future use of the historic front steps entrance on the second level of the library's south side. Director Tryggestad stated that a single entrance on the lower level is preferred, and the intent is for the historic grand entrance be used as an exit door only, due to safety and security concerns. It may also be opened during special events. Several of those in attendance voiced their objections to this, recommending that options such as camera surveillance and/or monitored entrance procedures (e.g. buzzer systems) be explored.

City Administrator Fahning reminded the assemblage that the historic entrance will remain intact and can be locked and unlocked at any time. The discussion on how and when it will be used is more of an operational issue than a design issue. He will, however, recommend to the City Council that a single entrance on the lower level should be used.

Mueller, seconded by Putman, moved that the east side entrance (with mitigated loss of square footage to the Children's Library) be approved. Motion carried.

Finances: A printed report reflecting February expenditures and income was distributed, as well as a report of expenditures with comparison to budget year to date. **Bernath, seconded by Perry, moved to approve the bills. Motion carried.**

Directors Report:

Programming: Despite the absence of both the Adult and Youth Services Coordinators, programming continues with strong attendance.

Operations:

- Interviews are being scheduled for both Adult and Youth Services positions.
- All staff members, including substitutes and part-time staff, have been very flexible and supportive during our current staff shortage.

Building & Grounds: There is a possible leak above Teen Room above the south windows. The staff is monitoring it and will contact the city about possible frozen gutters.

Old Business:

Expansion Advisory Committee Update: The group (Reinhard Mueller, John Winkleman, Trish Shecterle and John LaCourse) will meet with Director Tryggestad for updates from City Core FEH meetings on a regular basis.

Campaign Committee Update: Trustee Mueller inquired about the status of the potential \$250k Congressionally Directed Sending project processing through Senator Baldwin's Office. Trustee Humphrey will check with her office. Trustee Mueller further advised the Board that the Multi-Stack in-kind donation could be as much as \$250k. These two items could place the Campaign well over its \$1.5m goal. Director Tryggestad will reach out to the Sweeney Group about assistance with other grant possibilities.

New Business:

Annual Report: The 2021 Annual Report has been completed, signed, and submitted.

Review of Patron Conduct Policy Temporary Additions (COVID procedures): Latest CDC statistics place Monroe County at low rates. The library will move back to a "recommended" status for masks for patrons. Staff are encouraged to wear their masks in close proximity to patrons (technology assistance, programs, outreach, etc.). The library will continue to provide masks for patron use as needed. Drinking fountains will remain closed, but small disposable cups are available in both restrooms. Staff will keep air filters operating throughout the building.

Policy Review: Holiday Policy. First reading.

Items for Future Consideration:

- Revision of Holiday Procedure
- Building project
- Status on fundraising

The next meeting will be held on Monday, April 4, 2022, 5 PM.

Bernath, seconded by Mueller, moved to adjourn the regular meeting. Motion carried.

Meeting adjourned at 6:40 PM.