

**Sparta Free Library  
Regular meeting of the Board of Trustees  
May 2, 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 and Reinhard Mueller. Also participating were Library Director Michelle Tryggestad, Interim Youth Services Coordinator Kim Wegner, and Library Custodian/newly hired Library Substitute Carol Schmitz. Also in attendance: Mayor Kevin Riley and (representing the Friends of the Sparta Free Library) Nancy & Skip Frazee, Trish Shecterle, Sherri LaCourse & John La Course.

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

**Public Input:** Newly elected Mayor Riley thanked the Board and the Friends of the Sparta Free Library (FOSFL) for their support of the Library.

**Finances:** A printed report reflecting April 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 advised that the Board should also be receiving a balance sheet that shows the amount and scheduled values for the FEH architect's contract. Director Tryggestad will contact the City Treasurer regarding same. **Mueller, seconded by Perry, moved to approve the bills. Motion carried.**

**Director's Report:**

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

**Operations:**

- Adult Services Coordinator position: Applicant declined when offered the position. Recruitment efforts will continue
- Staff Development: The staff toured Milton Public Library, Eager Free Library (Evansville), and Belleville Public Library on April 25<sup>th</sup> staff development day. The tours enabled the staff to see the result of FEH architects' work and provided them with insights into renovation/construction efforts.
- Director Tryggestad will attend the Wisconsin Association of Public Libraries Conference in Pewaukee on May 11-13.
- The WRLS Network Advisory Committee is considering a new Integrated Library System.
- Server: Consistent issues warrant replacement. Director Tryggestad has approached WRLS to investigate costs of transferring to a more reliable model.
- Coverage: All new substitutes have been trained and are filling dates needing coverage.
- Promotions: Director Tryggestad was interviewed by Kiwanian Barbara Rice for the Kiwanis Radio Days fundraiser.

**Building & Grounds:** Henneman Engineering workers cleared debris blocking roof drains.

## Old Business:

- Annual Report highlights: Director Tryggestad provided a summary of the 2021 Annual Report. As expected, overall in-person patron usage was down in 2021, as well as number of visits to the Library's Website. Circulation numbers, however, in all media (books in print, eBooks, Audiobooks, E-Audiobooks, videos) and public wireless access increased significantly.
- Expansion update: The preliminary minutes of the May 2<sup>nd</sup> expansion core committee meeting were distributed, as well as a timeline of Board actions required in support of the project. Several design changes have already been incorporated. Trustee Mueller noted that we are reaching the point in the design process where it will become more difficult and expensive to make any additional changes. A question was posed by a member of FOSF: Will the new design plans be posted on the Website? Currently, the 2019 version of the plan is still on the Website. President Koll directed that the old version be removed. Director Tryggestad inquired if the new concept design should be posted. President Koll advised that the design exterior be posted along with announcement that the new interior design will be coming soon.
- Campaign update: Trustee Mueller warned that the Board and the Campaign Committee should be prepared to deal with the reality that the final bid on the overall project will probably exceed the current expectations and that additional fundraising efforts will be required. In addition to applying for grants, he proposed we pursue offering naming rights for windows. Director Tryggestad proposed scheduling an expansion unveiling event and display as soon as the final design is approved by the Board and City Council.

## New Business:

- Carnegie Steps Repair: Trustee Mueller informed the Board of an offer from the FOSFL to fund the repair of the Carnegie stairway in the front of the building. President Koll recognized members of the Friends group to present their proposal. Several members of the FOSFL expressed their concerns about delaying necessary repairs until the renovation process begins, citing safety issues. The front exit is currently closed, but still serves as an emergency exit. FOSFL has acquired a bid from Richard Hundt for the repair work. Trustee Perry noted that Hundt performed repair work on the steps in the past and that the results were less than what was expected. President Koll advised that the Board needs to be provided a written bid, including a plan and list of materials that Hundt intends to use. **Mueller, seconded by Humphrey, moved to accept the donation from the FOSFL for repair of the front steps, contingent upon Board approval of the proposed repair plans and materials. Motion carried.**
- Items for future consideration regarding Expansion: Trustee Bernath notified the Board that Jodi Sweeney is no longer interested in providing her services to the Capital Campaign. Bernath recommended that the Board consider procuring the services of a grant writer to assist with remaining grant opportunities (Bremer, USDA, etc.). The Board concurred and Bernath will contact a local retired grant writer to determine interest and costs. President Koll, Director Tryggestad, and Trustee Bernath also offered to

assist with grant writing. Trustee Mueller agreed to work on donor reconciliations for recognition options that have changed since the original design.

- Other Items for Future Consideration: design development approval; status on grant writing; Carnegie steps repair.

The next meeting will be held on Monday, June 6, 2022, 5 PM.

**Mueller, seconded by Humphrey, moved to adjourn the regular meeting. Motion carried.**  
Meeting adjourned at 6:15 PM.

### **Sparta Free Library Board Annual Meeting**

The meeting was called to order by President Laura Koll at 6:16 PM.

#### **Nomination and Election of Board Officers:**

**President: Humphrey, seconded by Perry, moved to elect Laura Koll as President. Motion carried.**

**Vice-President: Mueller, seconded by Humphrey, moved to elect Sandie Perry as Vice-President. Motion carried.**

**Secretary/Treasurer: Humphrey, seconded by Mueller, moved to elect Amy Bernath as Secretary/Treasurer. Motion carried.**

**Goal Setting:** President Koll recommended that the goals for the coming year should focus on the renovation/expansion project and staffing issues. The Board agreed.

The next Annual Meeting will be held in May 2023.

**Mueller, seconded by Perry, moved to adjourn the Annual Meeting. Motion carried.**  
Meeting adjourned at 6:20 PM.