

Sparta Free Library
Regular meeting of the Board of Trustees
Jan 9, 2023

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

Members participating: Paul Lenz, Amy Bernath, Terry Putman, Sandy Perry, and Reinhard Mueller (via telephone). Also participating Library Director Michelle Tryggestad, Youth Services Coordinator Cheyenne Puetz, and Library Assistant Kimmy Wegner. Also in attendance were representatives of the Friends of the Sparta Free Library (FOSFL). Trustee Bruce Humphrey was excused.

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

Public Input: FOSFL President Trish Shecterle reported that the organization intends to continue fundraising events, including a book sale in October and nut sales at the 2023 Kriskindlmarkt.

Finances: A printed report reflecting December 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.**

Old Business:

Expansion Update: FEH orchestrated a Pre-Bid Meeting for interested contractors at the library on January 6th, with 28 contractors and subcontractors in attendance. The interest level bodes well for competitive bids, which are due by 2 PM on January 26th. The bids will be opened and read at a public meeting later that day. The Core Planning Committee will discuss the award and present recommendations to the Library Board meeting on February 6th, and then the City Council meeting for contract award on February 15th.

Campaign Update: Trustee Bernath reported on the status of 2 grant proposals

- USDA. Julie Giese, the USDA program officer assigned to coordinate the approval of the \$250k Congressional grant, has advised that they require a copy of the final bid tab and the recommendation document that is submitted to the City Council. Trustee Mueller advised that the bid tab is basically the minutes of the bid opening meeting, outlining each bid's content. Director Tryggestad will ensure that Trustee Bernath receives a copy in order to submit it to USDA.
- The Otto Bremer Foundation grant. Resubmission of the grant request is still on target for 9 February 2023 for the May 2023 award schedule. Updates to the project timelines and cost estimates, as well as the FOSFL financial information, are being prepared for upload to the Bremer portal. FOSFL representative Sherri LaCourse is preparing the financials and grant writer Jerrilyn Brewer has offered to provide her services gratis to upload the documents.

Capital Campaign status: FOSFL representative John LaCourse reported that the raised amount is now \$1.364 million (not including the USDA and Bremer grants). Some funds have been transferred from money market accounts to laddered CD's, which should result in about \$60k in interest.

Policy Committee: President Koll, Trustee Perry and Trustee Putman will meet monthly on the Monday following the Board meeting to review Library policies.

New Business:

Adult Services Coordinator: Two interviews were conducted in early January. One candidate's qualifications include an MLIS Degree, adult services experience, and she is currently working in the Cashton School District. **Putman, seconded by Lenz, moved to approve that the Director may offer the position to the preferred candidate, pending background check clearance. Motion carried.**

Staff Development Schedule revision: Director Tryggestad proposed that the schedule be revised to change the February Staff Development Day due to conflicts. **Bernath, seconded by Perry, moved to approve the change of Staff Development Day from February 20th to February 27th . Motion Carried.**

Director's Report:

Programming:

- December Highlights: Both Youth Services and Adult Services continue to offer a wide variety of programs and services. Highlights include Kriskindlmarkt Craft Day (111 participants), Harry Potter Party (98 participants), Noon Year's Eve Party (88 participants) and Movie & a Mug (40 participants) and storytimes (78 participants).
- Upcoming Events: The Winter Reading Challenge for teens and adults will run from January 9th until March 10th. The Spice It Up Winter Challenge (co-sponsored by Northwood Country Market) will also run from January through March. A Teen Art Contest is also scheduled in January. In addition to recurring monthly events (book clubs, craft days, technology tutoring, Lego Club, storytimes, etc.) a special Sensory Storytime and Playdate is also scheduled.

Building and Grounds:

- The elevator was stuck in reopen mode on the upper floor, and Otis Elevators was called to repair it the same day.
- The exterior street light on the north alleyway is not working, as well as the south Carnegie pendant light. The city has been contacted and will check on the problems.

Operations:

- WRLS server migration is wrapping up.
- Inventory of all circulating materials will begin next week, involving all staff and possibly volunteers.

Trainings & Meetings:

- WRLS has purchased Kanopy, that will allow streaming movies and films free with a library card. It's ad free and can be enjoyed on all devices and television. Promotions will begin soon.
- The Monroe County library directors presentation to the Monroe County Directors scheduled for December 21st was postponed due to inclement weather. The presentations will now occur on January 25th.

Items for Future Consideration: Annual Director's evaluation process.

The next meeting will be held on Monday, 6 February 2023, 5 PM.

Perry, seconded by Putman, moved to adjourn the regular meeting. Motion carried.

Meeting adjourned at 5:51 PM.