

SPOONER MEMORIAL LIBRARY

Board of Trustees Meeting
421 High Street, Spooner, WI
February 11, 2021 at 5:00 PM
Meeting held by Zoom

A. Called to Order at 5:00 pm by Kevan

B. Roll Call - Kevan, Bodzislaw, Fabert, Waltz, Ford, Johnson, Temple, Reiter, Bruce (Hopke joined at 5:09pm)

C. Approval of Previous Minutes - Motion by Johnson, Waltz second. Motion carried.

D. Approval of Monthly Vouchers - Vouchers #2 - #17 Totaling \$23,016.22 Kevan motioned to approve vouchers, Ford second. Motion carried.

E. Public Comment - None

F. Old Business -

1. Library's Response to COVID-19 – The Director reported that the library reopened to the public on Monday February 1st and the response from patrons has been phenomenal. The curbside requests have dropped from approx 50 a day to 5 a day. The Director gave an update on the glass barrier screens that Spooner Window and Door installed, but have yet to rectify to the specifications requested. The company have agreed to change the glass to allow for a ledge that patrons can place their books on and will also enlarge the holes on the sides so that larger stacks of books can be passed through. Spooner Window and Door said this should be completed within 4 weeks and there will be no extra charge for this service.

a. Staff Trips during COVID-19 The Board discussed the implications of staff taking vacation to high risk areas and the need to quarantine before returning to work. As many patrons of the library are vulnerable, the board decided to err on caution and follow the guidelines of the City. The library will follow the Pandemic Policy and members of staff returning from high risk areas have the option to either work remotely or take sick leave if they have it.

2. Review Library Policies – The Director has looked into the regulations of the usage of camera evidence for any misconduct by patrons at the library - she has contacted The City, who have instructed her to contact the Police Chief. The Director has done this and will update when she receives feedback. The Board Continued on page 17 with the **Disaster Policy**. It was noted that the Director will contact The City and discuss with other librarians if they have procedures in place regarding toxic leaks and similar disasters. The board continued with the **Pandemic Policy** which was updated at the beginning of COVID and was deemed very effective during this last year. Next the Director reviewed the Library Bill of Rights and the Freedom to Read Policies with the Board, completing all the Library Policies. The Director will report back on updates on the camera status and procedures of other emergencies, once this is done the Board will motion to approve the Updates of the Library Policies.

3. Break room update – Layout & cost , The Director shared two possible floor plans for the breakroom, including costs. One was with a dishwasher, the other without. The library has received a further donation of \$1000, which could be used for the refurbishments . The Director said she planned on donating a table for the breakroom, which will be a gift to the staff. It was decided that as the library is a public property, the Director will contact a licensed plumber to see if any proposed works are feasible

before any refurbishments are approved. Hopke motioned that the Director should continue researching the updates for the breakroom, Ford Second. Motion carried.

G. New Business –

1. **Annual Report Summary** - The Statistics are all in and as previously reported, the overall circulation usage is down due to COVID 19. However it was noted that there was a large uptake in puzzles, e-books, e-audio and DVDs being checked out during the last year.

2. **Approve 2020 Annual Report** - The Director and Kevan have signed the Library Annual Report. It was noted that for next year's Report, all library board members' addresses will be updated. Kevan motioned to approve the report, Reiter Second. Motion carried.

H. Librarian's Report –

1. **Programs** - The Director informed the board that the programs have been popular, including the Valentine's Day Mystery in a bag. Kerry and Katy are adding more to the list, including a Winter Reading Challenge. Hopke was asked to promote this at the Elementary school.

2. **January Statistics** - The Director has looked at the library's annual reports dating back to it's beginning in 1915 and has printed out a report. The report gives evidence of the fluctuations over the years of the library's usage. The 2020 Annual Library Report Summary shows 5639 registered patrons, with 1,575 were from the City of Spooner. In the coming future, the Director and board will look into ways on how to get more Spooner residents to become members of the library.

I. Financial Report –

2021: TOTAL EXPENDITURES FOR 2021 = \$ 41,646.66

2021: TOTAL REVENUE FOR 2021 = \$ 130,643.14

REPLACEMENTS = \$ 18.00

LIBRARY DONATIONS = \$ 474.77

LIBRARY DONATIONS RESTRICTED = \$ 0.00

GRANTS = \$ 0.00

COUNTY CONTRIBUTIONS = \$ 130,150.37

GENERAL PROPERTY TAXES = \$ 0.00

OTHER = \$ 0.00

LIBRARY DONATIONS/GRANTS CARRYOVER: \$ 5,357.85

J. Next Meeting – Special Meeting (inclusivity study) February 23, 2021 @ 5:00 p.m. via Zoom

Regular Meeting, Tuesday March 23, 2021 @ 5:00 p.m. via Zoom

K. Adjourn : 6: 14pm Motion by Reiter, Second Johnson. Motion carried.