

SPOONER MEMORIAL LIBRARY

Board of Trustees Meeting
421 High Street, Spooner, WI
January 26, 2021 at 5:00 PM

Meeting via Zoom

MEETING MINUTES

A. Called to Order at 4:58pm by Kevan

B. Roll Call - Kevan, Bodzislav, Fabert, Waltz, Ford, Hopke, Johnson, Bruce (Reiter joined at 5:00 pm)

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

D. Approval of Monthly Vouchers - November and December 2020 vouchers # 128 - # 156, Totaling \$17,894.34. January 2021 Voucher #1 Totaling \$80.00. Kevan Motioned to approve all vouchers, Second by Reiter. Motion carried. **Reiter left meeting at 5:04**

E. Public Comment - None

F. Old Business -

1. Library's Response to COVID-19 – The Director informed the board that according to the Wisconsin Department of Health and Human Services, COVID activity level has changed from Critical to Very High and there has been a significant decrease in new positive cases since the Board's decision to offer curbside-only in November. On this information the board agreed with the Director that the library could once again allow in person visits starting Monday 1st February, returning to regular scheduled hours Monday - Saturday. Curbside appointments will still be available. All safety precautions will remain in place, including wearing masks. If the COVID numbers were to spike again in our area, the infrastructure is in place to go back to curbside-only. The Director will make all the necessary announcements regarding the reopening on social media networks. The cleaner will be informed to return to the schedule for the extra sanitizing required.

2. 2021 Budget – Question from City - During the November 2020 Library Board meeting, a motion was carried out to adjust within the budget to allow for the extra cleaning costs due to COVID and decreased revenue from copies. This included reducing the amounts for books, audio and videos. Even though the total budget remained the same, it differs with the City's particular breakdown of areas where the money is allocated. The Director will clarify with Bill Marx from the City, if they will allow the above adjustments for their records, or if any further changes need to be made as the Library Board is who passes the budget and the City passes their allotment.

3. Inclusivity Study – It was decided that as this is a very lengthy document, the Library Board will have an additional meeting to complete the study, rather than set up a subcommittee. This meeting will take place on February 23rd at 5pm. The board will continue on Page 18 with Meeting Room/Event Space. **Motion for extra meeting made by Kevan, Second Bruce. Motion carried.**

4. Review Library Policies – (Rules of Conduct and Safe Child Policy) The Board continued with Rules of Conduct policy on page 15. Some amendments were made to include the newly installed gazebo. The Director will check into the laws of video camera usage being used as evidence for any misconduct on the library premises. The Board continued with the Safe Child Policy on page 16. At the next meeting we will go through the Disaster Policy and review the Pandemic Policy.

5. **Break room update** – The Director shared Ideas to update the breakroom. The board agreed that the Director should now prepare a floor plan and price up proposed equipment and furnishings for the next meeting.

G. New Business –

1. **Northern Waters Library Network Compliance Agreement** - The Director explained that the previously named Merlin Consortium is now officially called Northern Waters Library Network. Kevan signed the compliance agreement, which lay out the membership requirements. Motion to approve the agreement made by Ford, Second by Hopke. Motion carried.

2. Director Vacation – Clarification for City

a. Section V: Employee Benefits, B1. Vacation - The City asked for clarification regarding the director vacation policy and to clarify the start date of increased vacation time after a set number of years served. She wanted to know if the new allotted vacation times were granted five years after hire or five years after hire as Director. The Board has decided that the Director's start date for set increased vacation times will be on the anniversary of being hired as Director. Director to inform the City of this decision. Motion made by Johnson to accept new verbiage in the Employees Handbook, Kevan second. Motion carried.

3. Strategic Plan – Update

a. Director and the Strategic Planning Team has begun working on the library strategic plan with WiLS. Suggestions for improvements to the library have been made during Library Board meetings while addressing the Inclusivity Study. The Board has approved an extra meeting on February 23rd to complete the Inclusivity study.

H. Librarian's Report –

1. **2020 – Statistics** - Due to COVID, circulation numbers are obviously down. The Director did say that the end of year budget was good. She informed the board that the library had been given \$2,917 from the State of Wisconsin, through the City, to cover extra COVID costs in 2020.

2. Community First - Update

a. 2020 Impact - The Director shared how beneficial The Community First group has been and the potential to provide a more extensive service is in place. The committee has now become incorporated, furthering the ability to go forward and seek more ways to serve the community.

b. Incorporation & Non-profit status - The Library Director will be the contact for Community First Washburn County Incorporated and the library will act as a mailing address. Anything paid by the library for the incorporation will be reimbursed by Community First.

c. Library's role moving forward - The Board agreed that continuing to support Community First's efforts to serve the community aligns with the library's mission.

3. Winter 2021 Newsletter - The recent Newsletter includes many activities including a Winter Reading Challenge, Story Craft Time, Writers Group, Swedish lessons, Book Groups, Valentine Mystery Movie Night, Mystery Cake Bake, Ojibwe language lessons, Lego Club, Puzzle Contest, A Virtual Escape Room, and Winter Wellness. So much fun - something for everyone!

I. Financial Report - The Annual Library Financial Report needs to be turned in by February 19th, so an earlier board meeting in February is necessary, which is on February 11th (**This earlier date was approved in the October Library board meeting**). The Director is waiting for verification of figures from the Library System which will be updated and then the report will be ready for approval.

2020: TOTAL EXPENDITURES FOR 2020 = \$ 311,908.62

2020: TOTAL REVENUE FOR 2020 = \$ 319,525.24

COPIES = \$ 969.55

REPLACEMENTS = \$ 252.00

UNRESTRICTED DONATIONS = \$ 9,035.43

RESTRICTED DONATIONS = \$ 13,790.25

GRANTS = \$ 2,306.35

WASHBURN COUNTY = \$ 110,159.41

CROSS COUNTY = \$ 20,051.73

GENERAL PROPERTY TAXES = \$ 160,000.00

OTHER = \$ 44.00

\$5,456 carried over to 2021 for grants/donations

\$2,161 moved to savings

2021: TOTAL EXPENDITURES FOR 2021 = \$ 277.62

2021: TOTAL REVENUE FOR 2021 = \$ 110,337.79

REPLACEMENTS = \$ 18.00

LIBRARY DONATIONS = \$ 74.77

RESTRICTED LIBRARY DONATIONS = \$ 0.00

GRANTS = \$ 0.00

COUNTY CONTRIBUTIONS = \$ 110,245.02

GENERAL PROPERTY TAXES = \$ 0.00

OTHER = \$ 0.00

LIBRARY DONATIONS CARRYOVER = \$ 5,457

K. Next Meetings – February 11th at 5pm via Zoom. This meeting will include the update and approval of the Annual Library Report, which is due on February 19th. This particular Library Board meeting is earlier than the usual monthly meeting. **This date was approved at the October meeting.**

February 23, 2021 @ 5:00 p.m. via Zoom This is an Extra Meeting to complete Inclusivity Study.

L. Adjourn- 6: 30 pm Motion by Johnson, Second by Ford. Motion carried.