

## SPoonER MEMORIAL LIBRARY

Board of Trustees Meeting  
421 High Street, Spooner, WI  
March 23, 2021 at 5:00 PM  
Meeting held via Zoom

### A. Call to Order at 5:00 pm by Kevan

B. Roll Call: Kevan, Bodzislaw, Fabert, Waltz, Johnson, Reiter, Hopke, Bruce (Ford joined meeting at 5:04)

C. Approval of Previous Minutes -Motion made by Johnson to approve the minutes of **February 11th 2021** Hopke Second. Motion carried. Motion made by Reiter to approve the **Special Meeting Minutes of February 23rd 2021**, Waltz Second. Motion carried.

D. Approval of Monthly Vouchers – Vouchers # 18 - #26 Totalling \$ 4998.07 Kevan Motioned to approve Vouchers, Johnson Second. Motion carried.

E. Public Comment – None

### F. Old Business –

1. Library's Response to COVID-19 – Moving forward -The Director informed the Board that the library is now only required to quarantine materials for 24 hours from time of drop off. The library hours have returned to regular hours, Mon - Thurs 8am - 8pm, Friday and Saturday 8am - 4pm. Curbside pickup is still available by appointment. Social distancing remains in place and staff are enforcing the mask requirement. There are only 4 computers available at the moment and the children's sitting area remains closed and toys are stored away. The students from St. Francis de Sales school have returned to using the library during school hours, visiting one class at a time.

a. Staff vaccinations update - The Director shared the exciting news that all the library staff have been offered the vaccine by the Public Health Department. Most all the staff have had their 1st vaccine and are scheduled to have the 2nd vaccine on 7th April.

2. Review Library Policies – There were two areas of the library policy that needed updating before approval - Laws of Security Cameras Usage and The Pandemic policy. The Director has met with the City Police Chief, who has made recommendations of the wording regarding the security cameras and this is now included in the library policies and the adopted date amended. As for the Pandemic Policy, the Director has now been advised to contact the City Fire Chief, and is now awaiting a response back. The Board discussed approving the policies thus far and amend the Pandemic Policy at a later date. Johnson made a Motion to approve the Library Policies as amended, Reiter Second, Motion carried.

3. Break room update – Director has not had time to gather information and will update accordingly.

### G. New Business –

1. Library Officer Positions - The Director requested the Board to submit votes for the ballot of Library Officer positions for the next term. The response from the Board members was unanimous to keep the Library Officer Positions as they stand. **President - Kevan, Vice-President Waltz, Secretary- Bruce.** Johnson made a Motion to elect these officers for another term, Ford Second. Motion carried.

2. Bank of the West fundraising account - The Director informed the Board that the City Auditor has recommended the Library close their Fundraising Account, for the purpose of transparency. The City's Fiscal Agent does not want any loose ends regarding the annual accounts, so wants all money to go through the City. A Petty Cash Account can be opened if needed. Reiter made a Motion to dissolve the Bank of the West Fundraising Account, Kevan Second. Motion carried.

3. Security Cameras - The Director gave feedback from the City Police Chief's recommendations on updating the library's security camera system, which then would match the updated library policy. The Director shared two quotes for updating the system, which would include a wireless system to give a better view in the children's area, the gazebo and the garden area. Eric Mehsikomer Tice Technologies of Rice Lake (who the City also uses) has given quotes of approximately \$1500 - \$2000 for the installation of up to 8 cameras. The Director said that they could use money donated to the library (including \$500 from the Women's Club) to go towards the costs. Johnson suggested that the City could include the library's security cameras in their maintenance service, and for the Director to enquire into this. Reiter made a Motion to approve the new security cameras, pending that the total cost not to exceed \$2000, Bruce Second. Motion carried.

#### **H. Librarian's Report –**

1. Washburn County Food Insecurity Summit - The Summit is to take place by a Zoom meeting on Friday March 26th 10am - 12:00pm for the Community First partners. The purpose of the summit is to provide a setting to collaborate on addressing food insecurities in Washburn County, to brainstorm solutions and to form a committee.
  - a) Community First continued to distribute food boxes from the Farmers to Families Government sponsored program. There are 4 more distribution dates organised in March and April.
2. Library Legislative Day - The Director attended the Library Legislative Day virtually and had very positive feedback. She spoke to new representative David Armstrong who was very supportive of how libraries can have a positive impact on their local community. He was impressed on how our library helps patrons with resumes and helping them find employment.
3. Strategic Plan Update - The Strategic Plan Committee has been meeting and has summed up the results from DPI's Inclusivity Study as well as ILS data. The group will be working on theming and writing the plan soon.
4. Dashboard - The Director showed the Board the new Dashboard program on Northern Waters Website, which gives a summary of busy times of library usage, ages of patrons, number of items checked out and other useful information. Dashboard is a very practical tool to help analyse what is the best way to serve the patrons now and into the future.
5. February Statistics - Circulation has doubled from January!

#### **I. Financial Report –**

2021: TOTAL EXPENDITURES FOR 2021 = \$ 63,753.56  
2021: TOTAL REVENUE FOR 2021 = \$ 131,833.12  
REPLACEMENTS = \$ 100.38  
LIBRARY DONATIONS = \$ 1,582.37  
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: \$ 5,456.79

Grants - The Director has been writing grants for further funding for the library. These include the Washburn County AODA Grant for \$1000 (which the library was granted), a grant for science kits, and an ALA Transforming Communities grant. The Director will be having a walk about downtown Spooner with the Director of ADRC and North Country Independent Living to look at curbs and make suggestions on how to make the library facility and the block surrounding it more wheelchair accessible which could be funded by an AARP grant.

**J. Next Meeting – April 27th 5:00 p.m.** To be held in person at the library, with social distancing and masks required.

**K. Adjourn: 5:56 pm** Motion by Johnson, Second Waltz. Motion carried.