

MINUTES OF THE SPARTA PUBLIC LIBRARY BOARD OF TRUSTEES

Tuesday, December 3, 2024

The December 3, 2024 meeting of the Sparta Public Library Board of Trustees was called to order in the meeting room at 6:15 p.m. by President, Peggy Petkas.

Members Present:

Peggy Petkas		Don Adams
Anne Bourner	Bob Taylor	Kyle Daniels
Andrea Schulein	Amy Kloos	

Also Present:

Susan Colbert, Library Director

Absent:

Susan Polino Randy Bertetto

Minutes:

The minutes of the November 4, 2024 meeting were reviewed. A motion was made by Anne Bourner and seconded by Andrea Schulein to accept the minutes. The motion carried unanimously.

Correspondence:

Susan shared a note of positivity and thanks regarding the board and employees work on the open house.

Treasurer's Report:

The treasurer's reports were reviewed by the Board. Further discussion was had on the solar and increased power bills for the library. Susan had compared the last 2 years' worth of bills. She also spoke with the city regarding the panel cost and was told there is no cost to the library for the panels. A motion was made by Kyle Daniels and seconded by Andrea Schulein to accept the treasurer's report as stated. The motion carried unanimously.

December bills were presented. Amy Kloos made a motion, seconded by Bob Taylor, to pay the bills presented. The motion carried unanimously.

Librarian's Report - Susan Colbert:

- A. Hot Water Heater for Meeting Room – discussion was had on adding an on demand hot water heater to the meeting room for various events and classes. Susan Colbert will meet with a plumber regarding this project. Don Adams made a motion for Susan to proceed with the installation and purchase of a new on demand hot water heater in the meeting room as well as replacing the main hot water tank if necessary. Bob Taylor seconded the motion; motion carried.
- B. Digitizing Microfilm and Old Newspapers – Discussion was had on the topic of digitizing microfilm and the old newspapers. Susan has a quote of \$145 per reel. We have approximately

90-95 reels and 17 old newspapers. Estimated cost for the project would be \$16,000.

Additional questions were presented. Further questions were addressed on this topic and as such this topic will be tabled pending further research.

- C. Per Capita Grant Application – the FY2025 Per Capita Grant Application and FY2023 Per Capita expenditures were submitted on November 26, 2024.

A motion was made by Amy Kloos and seconded by Andrea Schulein to accept the librarian's report. The motion carried unanimously.

Old Business:

- A. Staff Raises – Peggy Petkas was able to clarify the city's raise process for November 1, 2024. Kyle Daniels made a motion to match the City of Sparta's 3% raise policy, retroactive to November 1, 2024, for library staff employees. Anne Bourner seconded the motion; motion carried unanimously.
- B. Phone System and Wiring Quotes – Bruce Ethington with CTS Technology Solutions has not made contact with Susan as of yet. We will table these 2 topics until they are able to meet.

New Business:

Public Comments:

None

Adjournment

A motion was made by Anne Bourner and seconded by Amy Kloos to adjourn the meeting at 6:55pm. The motion carried unanimously. The Board followed the meeting with their Christmas get together.

Respectfully submitted,
Andrea Schulein