

Boulder Junction Public Library Board of Trustees
Minutes of the Regular Board Meeting
Thursday, April 12, 2018 – 4:00 pm

Call to Order: President Johnson called the meeting to order at 4:03 pm.

Roll Call of Members: Members present were Sue Fehlandt, Sara Fieweger, Eric Johnson and Ellen Murphy Blank. Mary Van Grinsven was absent with notice. Library Director, Cherie Sanderson, was also present. Sanderson kept the minutes of the meeting.

Recognition of Visitors/Comments: No visitors in attendance.

Agenda Approval: Motion by Fehlandt to approve the agenda as presented with the President's discretion to move the order of items on the agenda. Motion seconded by Murphy Blank. Motion carried.

Minutes Approval: Motion by Fieweger to approve the March 14, 2018 regular meeting minutes as presented. Motion seconded by Murphy Blank. Motion carried.

Treasurer's Financial Report: Fehlandt presented the March monthly report and the Year-to-Date financial report. End of March balance for the Checking Account is \$29,313.34 with \$5,091.47 segregated for the Reading Garden. End of March balance in the Hybrid Checking Account is \$10,855.23. Total funds available to the board at the end of March are \$37,806.70. Motion by Fieweger to place the March Financial Report on file for audit with corrections to the dates on the monthly report. Motion seconded by Murphy Blank. Motion carried.

Audit and Approval of Bills and Credit Card Transactions: Sanderson reviewed the bills to be paid reminding the board that the Chase Card statement date had been changed to accommodate a later due date to coincide with town meetings and payment, but that altered the statement publish date to later than the library board meeting. When the statement is released, Sanderson will add to Friends disbursements to be paid upon receipt and approved at next board meeting. Bills to be paid by the library board total \$813.44. Bills to be paid by the Town total \$1,211.19. Bills already paid by the Town total \$4,843.14. Bills to be paid by the Friends total \$2,366.02. Motion by Fieweger to approve payment of the bills and credit card. Motion seconded by Fehlandt. Motion carried.

Director's Monthly Report (taken directly from the report handed out at the meeting):

Circulation and Usage Statistics: See the report.

Friends of the Library Update: Their next meeting will be Monday, May 14 at 1:30 pm in the Nordlof Conference Room. Used Book Sale at Flea Market begins Tuesday, June 5. They have not sent out their newsletter/dues notice yet. Neighbor to Neighbor program schedule is not filled yet.

Children's Program Update: The program ends on Tuesday, May 1st. No program May 8th due to school concert. Special program with Bryn Lottig on Tuesday, May 15th – experiential/adventure education – same time just an extra program to finish the school year.

Northwoods Book Festival Update: We are almost finished with this summer's program schedule. Our library will be hosting Mathew Janzen, author of "State of Craft Beer" in a collaborative effort with Aqualand Ale House. He will do the book talk here and then continue at the Ale House with a book sale/signing and further comments. I also have a local

author, Jay Woolf, coming on May 31st. Also looking into a St. Germain author. Our big event will be Dave and Amy Freeman on July 24 at this facility instead of Camp Jorn. Posters and bookmarks are being made. Funding will be requested from the Friends and a grant is being submitted to St. Mathias. All libraries will have at least 1-2 authors visit as part of the program series.

Bandwidth Update: NWLS has not given any update on whether we are getting our full bandwidth – I will check on this again in the next few weeks.

Wisconsin Public Library System Redesign Project Update: Find the most recent update at <http://www.plsr.info/>.

Upcoming Events and Programs:

- April 23- May 5 -Art in the Library Exhibit – North Lakeland Students
- First and Third Wednesdays from 10-12 – Knitting Club
- Mondays from 1-4 pm – Mah Jongg in the Library
- Tuesdays from 3:45-4:45 pm – Children’s After School Reading Program
- Second Wednesday at 1:30 pm – Boulder Junction Book Club
- Cancelled until further notice - Adult Coloring Book Club
- April 9-17 – Frauna gone on vacation
- April 15-21 – National Volunteer Week
- Tuesday, April 17 – Town Annual Meeting of the Electors at 6 pm
- May 2-4 – Wisconsin Association of Public Libraries Conference in Pewaukee
- Wednesday, May 9 – Chamber Membership Meeting at 5:30 pm
- Thursday, May 10 – Library Board of Trustees Meeting
- Monday, May 14 – Friends of the Library meeting at 1:30 pm
- Thursday, May 17 – Third Thursday Theatre at 7 pm
- Thursday, May 24 – Neighbor to Neighbor at 7 pm
- Monday, May 28 – Closed for Memorial Day
- Tuesday, May 29 – Close Early at 4 pm for Volunteer Party at 5 pm
- Wednesday, May 30 – Official start of summer hours
- Thursday, May 31 – Author Jay Woolf at 7 pm

Approve Closing Early April 17 for Town Annual Meeting: Motion by Fieweger to close the library at 6 pm on Tuesday, April 17 for the town annual meeting. Motion seconded by Fehlandt. Motion carried.

Discuss May 29 Volunteer Appreciation Party: Board members discussed having an outside vendor cook the meal this year. Options presented were Reuland’s, George’s, Julie Kay’s Kitchen and Eileen Wahlgren. Sanderson and Fehlandt will investigate the options and costs and report back at the next meeting.

Approve Lapel Microphone and Audio System Upgrade Purchase: Sanderson forwarded the revised quotes from Great Escape Technologies that broke the costs down into sections with more clarification. Motion by Murphy Blank to ask the Friends to purchase the Lavalier (lapel) microphone at \$424.43 and put \$500 toward the cordless microphone antennae quote (with the Town and other service organizations funding the remaining \$992.99 of the quote. Motion seconded by Fehlandt. Motion carried. Sanderson will present the funding request to the Friends at their May 14 meeting.

Discuss Other Future Capital/Equipment Purchases from Wish List: Sanderson emailed a revised Wish List to the board. Discussion ensued regarding costs and priorities, but no action was taken. Sanderson will get more cost estimates and report back at the next meeting.

Schroeder and Sass Employee Upcoming Reviews: Sanderson has not been able to schedule the reviews yet but will have them completed by the end of May. Fehlandt requested that Sanderson's review be added to the May board meeting agenda.

Reading Garden Update: Nothing to report.

Art Committee Update: Sanderson and the Art Committee have not received any new applications. Motion by Fehlandt to approve Eric Johnson's photography for the May exhibit. Motion seconded by Murphy Blank. Motion carried with Johnson abstaining. Sanderson presented the Art Committee's proposal for a juried art show in August. Motion by Fieweger to proceed with the August juried show. Motion seconded by Fehlandt. Motion carried.

Director and Board Goals – Short/Long Term Strategic Planning – Create 1 Page Plan: Murphy Blank made further revisions to the full document based on individual comments. Sanderson prepared a rough draft of a 1-page plan summary. Board members discussed keeping the full plan, but also have a 1-page plan summary to hand out. Murphy Blank and Sanderson will further revise the documents and present to the board in May.

Discuss and Approve Library Director Job Description: Tabled again until May.

Set Date and Time for Next Meeting: The next regular meeting will be held on Thursday, May 10, 2018 at 4 pm.

Adjourn: Johnson adjourned the meeting at 5:30 pm.

Respectfully Submitted by Cherie Sanderson on May 9, 2018