

Boulder Junction Public Library Board of Trustees
Minutes of the Regular Board Meeting
Thursday, February 8, 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, Ellen Murphy Blank and Mary Van Grinsven. Library Director, Cherie Sanderson, was also present. Sanderson kept the minutes of the meeting.

Recognition of Visitors/Comments: None

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

Minutes Approval: Motion by Van Grinsven to approve the January 11, 2018 regular meeting minutes. Motion seconded by Murphy Blank. Motion carried with Fieweger abstaining because she was not at the meeting.

Treasurer's Financial Report: Fehlandt presented the January monthly report and the Year-to-Date financial report. End of January balance for the Checking Account is \$15,028.99 with \$5,091.47 segregated for the Reading Garden. End of January balance in the Hybrid Checking Account (formerly called the Public Money Market account) is \$10,852.62. Total funds available to the board at the end of January are \$25,685.62. Motion by Van Grinsven to place the January Financial Report on file for audit. Motion seconded by Fieweger. Motion carried.

Audit and Approval of Bills and Credit Card Transactions: Sanderson reviewed the bills to be paid. Bills to be paid by the library board total \$243.72. Bills to be paid by the Town total \$726.78. Bills already paid by the Town total \$4312.17. Bills to be paid by the Friends total \$833.25. Motion by Murphy Blank 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: The Friends approved granting us \$15,000 for 2018. The next meeting is March 12 at 1:30 pm.

Children's Program Update: After School Reading Program was affected by the flu outbreak this past week. Otherwise, numbers have been holding steady. We are having a Game Day on Monday, February 19 from 1-3 pm because there is no school that day. The program is open to parents and children. Laura has begun preparing the schedule for summer!

Winter Wellness Series: See events list below. All Tuesdays have been booked. Presenters will be paid a \$75 honorarium for their time and travel. I will be doing a door prize at each program. First one had low attendance but hoping the word will spread and more patrons will attend future programs.

Library Lover's Month – February: Bookmarks with chocolate hearts are on the counter. BAH had 19 in attendance.

Bandwidth Update: NWLS was supposed to get converted again – and for the second time it failed. The third try will be on Thursday, February 15 at 8 am. I am hoping that the network will be back up and running by the time we open at 10

am. Our upgrade has been finished. We are not getting the full 50 mbps (more like 22-24) so Mike from NWLS is working with CenturyLink to resolve.

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

Upcoming Events and Programs:

- January/February Art in the Library Exhibit – Quilts by Mary Van Grinsven
- 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 (no program February 20)
- Second Wednesday at 1:30 pm – Boulder Junction Book Club
- Last Wednesday of the month from 10:30 am - Noon - Adult Coloring Book Club
- February is Library Lover’s Month!
- Tuesday, February 13 – Winter Wellness Series “Massage Therapy” 2:30-3:30 pm
- Monday, February 19 – Game On! Family Game Day from 1-3 pm
- Tuesday, February 20 – Winter Wellness Series “Healthy Comfort Food” 2:30-3:30 pm
- Tuesday, February 27 – Winter Wellness Series “Winter Skin Care” 2:30-3:30 pm
- Saturday, March 3 – AARP Fraud Watch Network 10:30 am
- Tuesday, March 6 – Winter Wellness Series “Fall Prevention” 2:30-3:30 pm
- Monday, March 12 – Friends of the Library Meeting at 1:30 pm
- Tuesday, March 13 – Winter Wellness Series “Self-Defense” 2:30-3:30 pm

Approve Department of Public Instruction Public Library Annual Report: Sanderson presented the finished report that had been reviewed and accepted by NWLS. Motion by Fieweger to approve the 2017 Public Library Annual Report and file with DPI. Motion seconded by Van Grinsven. Motion carried.

Reading Garden Update: Donor signed is being developed. Ken Middleton will be hired again this summer for garden maintenance. We need to think of another plan for the planters this year.

Art Committee Update: The March Art in the Library exhibit will be favorites our board members bring in from their personal home collections. Sanderson has arranged to have North Lakeland do a student exhibit in April. Applications are being accepted for May-October exhibits, but none have been received. Sanderson will call a meeting of the Art Committee to discuss May-October exhibits.

Director and Board Goals – Short/Long Term Strategic Planning – Vision Statement and Section 1 of Plan: A rough draft of the Vision Statement (Equitable public access of library resources for everyone in the community we serve.) was sent out to board members to think about. It needs further review and revision. Board members will individually give Murphy Blank their suggestions for Section 1 of the plan and she will compile into one document for review at our March meeting.

Discuss and Approve Library Director Job Description: Murphy Blank reformatted the job description and has started editing content in Google Docs. Board members should give further edits to Murphy Blank, so she can update the description further. We will discuss again at the March board meeting.

Set Date and Time for Next Meeting: The next regular meeting will be held on Wednesday, March 14, 2018 at 4 pm.

Adjourn: Johnson adjourned the meeting at 6:03 pm.

Respectfully Submitted by Cherie Sanderson on March 13, 2018