

Boulder Junction Public Library Board of Trustees
Minutes of the Regular Board Meeting
Thursday, January 11, 2018 – 4:00 pm

Call to Order: President Johnson called the meeting to order at 4:04 pm.

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

Recognition of Visitors/Comments: None

Agenda Approval: Motion by Van Grinsven 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 December 14, 2017 regular meeting minutes. Motion seconded by Murphy Blank. Motion carried.

Treasurer's Financial Report: Fehlandt presented the December monthly report and the Year-to-Date financial report. End of December balance for the Checking Account is \$18,505.18 with \$5,091.47 segregated for the Reading Garden. End of December balance in the Hybrid Checking Account (formerly called the Public Money Market account) is \$10,851.23. Total funds available to the board at the end of December are \$29,060.43. Motion by Murphy Blank to place the December Financial Report on file for audit. Motion seconded by Van Grinsven. 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 \$1313.19. Bills to be paid by the Town total \$360.70. Bills already paid by the Town total \$4501.64. Bills to be paid by the Friends total \$1424.63. Motion by Murphy Blank to approve payment of the bills and credit card. Motion seconded by Van Grinsven. 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 next regular meeting will be on Monday, January 15 at 1:30 pm in the Nordlof Conference Room. This will be their Annual Meeting. They will be serving refreshments.

Children's Program Update: After School Reading Program will have lower attendance totals because the Zogata boys will not be coming anymore. We skipped January 2nd and resumed the program on January 9. Jessica did great on her first day!

Winter Wellness Series: Booking select Tuesday afternoons from 2:30-3:30 pm. Hoping to do 6-8 programs. Have 3 booked so far. Waiting for replies on the others.

Library Lover's Month – February: To kick off the month-long celebration, we are hosting the BAH on February 1st. Other ideas needed – we've experimented with a variety of programs and offers in the past.

Bandwidth Update: NWLS was supposed to get converted on December 28 but it did not work, and they have not notified us of the new conversion date. We are scheduled to be converted/upgraded on Tuesday, January 23 at 10 am.

Wisconsin Public Library System Redesign Project Update: Find the most recent update at <http://www.plsr.info/>. I attended a PLSR focus group in Rice Lake on Wednesday, January 10 (mileage paid for by the project).

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
- Second Wednesday at 1:30 pm – Boulder Junction Book Club
- Last Wednesday of the month from 10:30 am - Noon Adult Coloring Book Club
- Monday, January 15 – Friends of the Library Meeting at 1:30 pm
- Tuesday, January 23 – Badgernet conversion/upgrade at 10 am
- Tuesday, January 30 – Winter Wellness Series first program 2:30-3:30 pm

Badgernet Conversion Tuesday, January 23 – Decision to Open Late: During the Badgernet upgrade, the library will not have any internet access. The upgrade will take 2-3 hours. Motion by Murphy Blank to close the library from 10 am to Noon on Tuesday, January 23. Motion seconded by Fehlandt. Motion carried.

Boulder After Hours – Thursday, February 1 from 5:30-7:30 pm – The library is sponsoring the February Boulder After Hours (Chamber business after hours program) in honor of Library Lover’s Month. Sanderson will be doing a brief presentation on the free online resources the library offers for individuals and business owners through Badgerlink; as well as, a few words about social media. Board members will be helping to provide snacks and Sanderson will obtain refreshments and paper goods.

Reading Garden Update: Nothing new to report.

Art Committee Update: Van Grinsven’s quilt exhibit for January and February has been well-received with many patrons making a special trip to see the work. We have not received any applications for upcoming exhibits. Sanderson will work with North Lakeland to do a student exhibit in April. After discussion, the board decided to hang favorite pieces of art from the board members’ personal collections during March. Sanderson will call a meeting of the Art Committee to discuss May-October exhibits.

Director and Board Goals – Short/Long Term Strategic Planning – Section 1 of Plan: Sanderson emailed the first section of the current plan to the board. The document will be shared in Google Docs so that board members can add their edits for Sanderson to review. Murphy Blank can help board members who are not familiar with using Google Docs. We will also add a Vision Statement. A rough draft of the Vision Statement (Equitable public access of library resources for everyone in the community we serve.) will be approved at the February meeting.

Discuss and Approve Library Director Job Description: Murphy Blank reformatted the job description and will start editing content in Google Docs and Sanderson will share those edits with the board. Board will discuss further at February board meeting.

2018 Mileage Reimbursement Rate: Motion by Murphy Blank to approve the IRS recommended mileage reimbursement rate of .545 per mile. Motion seconded by Fehlandt. Motion carried.

Set Date and Time for Next Meeting: The next regular meeting will be held on Thursday, February 8 at 4 pm.

Adjourn: Johnson adjourned the meeting at 5:36 pm.

Respectfully Submitted by Cherie Sanderson on February 6, 2018