

Boulder Junction Public Library Board of Trustees
Minutes of the Regular Board Meeting
Wednesday, March 14, 2018 – 4:00 pm

Call to Order: President Johnson called the meeting to order at 4:00 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: Jeff Burke, Northern Waters Library Service (NWLS) Board Member representing western Vilas county. He talked about what is new with NWLS and the Public Library System Redesign Project.

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 Murphy Blank to approve the February 8, 2018 regular meeting minutes with a change in grammar on page 2. Motion seconded by Fieweger. Motion carried.

Treasurer's Financial Report: Fehlandt presented the February monthly report and the Year-to-Date financial report. End of February balance for the Checking Account is \$14,451.84 with \$5,091.47 segregated for the Reading Garden. End of February balance in the Hybrid Checking Account (formerly called the Public Money Market account) is \$10,853.99. Total funds available to the board at the end of February are \$24,764.33. Motion by Van Grinsven to place the February 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 noting 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 Town disbursements in time for town to pay this month. Bills to be paid by the library board total \$149.63. Bills to be paid by the Town total \$7,478.47. Bills already paid by the Town total \$4,520.92. Bills to be paid by the Friends total \$2,128.39. 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 last meeting was March 12 at 1:30 pm. Their financial review was completed, and everything looked good. They are sending out their annual dues newsletter the first week of April. Their next meeting will be Monday, May 14 at 1:30 pm in the Nordlof Conference Room.

Children's Program Update: After School Reading Program has had a few new children join. No more sicknesses either! The Game Day on Monday, February 19 was not a success – only Laura and her boys attended. We decided to try the concept and see if we got any involvement and we now know that these kinds of events are not needed. On March 20, Lambeau the Reading Dog will be a special guest of the program. And on March 27, Anne Moser from the UW Water Library will be a special guest (2nd time visiting us).

Winter Wellness Series: We had a total of 68 people attend our 6 programs. They were very well-received, and I have ideas for next year, so I plan to do this again – starting earlier in January.

Bandwidth Update: NWLS did successfully complete their bandwidth upgrade. We are still not getting the full 50 mbps (more like 30-35) so Mike from NWLS is working with CenturyLink and Badgernet to resolve.

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

Director Vacation Schedule Update: I will be out of the office Thursday, March 15 through Thursday, March 22. I will be back in the office on March 23. Frauna will be covering all hours except for Tuesday and Thursday afternoons when volunteers will be here covering while she takes a break. I will give her the phone numbers of board members in case she needs any help.

Upcoming Events and Programs:

- **March Art in the Library Exhibit – Library Board Personal Collection**
- **April 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**
- **Last Wednesday of the month from 10:30 am - Noon - Adult Coloring Book Club**
- **March 15-22 – Cherie gone on vacation**
- **Tuesday, April 3 – Spring Election**
- **Tuesday, April 3 – Northern Waters Genealogy Meeting 7-9 pm**
- **April 9-17 – Frauna gone on vacation**

Approve 2018 NWLS Collection Development Grant Agreement: Sanderson presented the 2018 NWLS Collection Development Grant Agreement. No changes were made this year. Motion by Fehlandt to approve the 2018 NWLS Collection Development Grant Agreement. Motion seconded by Murphy Blank. Motion carried.

Approve Lapel Microphone and Audio System Upgrade Purchase: Sanderson forwarded the quote from Great Escape Technologies. Discussion ensued regarding the names of the equipment pieces, the prices and which piece of equipment went with which part of the upgrade. Sanderson will request further clarification and breakdown from Ty Rayala and bring back to the board in April.

Approve VARIDESK Standing Desk for Director: Motion by Fehlandt to purchase the 48” VARIDESK standing desk at \$495 for the Director’s office. Motion seconded by Fieweger. Motion carried.

Discuss Other Future Capital/Equipment Purchases from Wish List: Sanderson will revise the list putting items in order of priority. She will email the revised list to the board for discussion next month.

Schroeder and Sass Employee Upcoming Reviews: Sanderson will be giving Schroeder and Sass their annual reviews in the next month depending on scheduling availability.

Reading Garden Update: Donor sign is being created and will get final review when Van Grinsven returns from her trip. We need to get a quote for fences around the generator and electric box. Van Grinsven and Sanderson will get quotes.

Art Committee Update: Nothing new to report.

Director and Board Goals – Short/Long Term Strategic Planning – Vision Statement and Section 1 of Plan: Board members expressed frustration with viewing the proposed changes in Google Docs. Murphy Blank will use Word document instead. Van Grinsven shared the Boulder Junction Community Foundation’s one-page Strategic Plan. Board members expressed interest in creating a one-page plan. Murphy Blank will transfer all changes/updates to the current plan to a Word document and share with Sanderson who will share with the board before the next meeting.

Discuss and Approve Library Director Job Description: Motion by Van Grinsven to table the discussion until May. Motion seconded by Murphy Blank. Motion carried.

Set Date and Time for Next Meeting: The next regular meeting will be held on Thursday, April 12, 2018 at 4 pm.

Adjourn: Johnson adjourned the meeting at 5:32 pm.

Respectfully Submitted by Cherie Sanderson on April 9, 2018