

Boulder Junction Public Library Board of Trustees
Minutes of the Regular Board Meeting
Thursday, May 17, 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. Fehlandt was late 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 Fieweger 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 April 12, 2018 regular meeting minutes as presented. Motion seconded by Murphy Blank. Motion carried with Van Grinsven abstaining since she was not at that meeting.

Treasurer's Financial Report: Fehlandt presented the April monthly report and the Year-to-Date financial report. End of April balance for the Checking Account is \$23,851.12 with \$5,091.47 segregated for the Reading Garden. End of April balance in the Hybrid Checking Account is \$10,856.61. Total funds available to the board at the end of April are \$33672.72. Motion by Murphy Blank to place the April 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 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 \$201.09. Bills to be paid by the Town total \$462.39. Bills already paid by the Town total \$6160.35. Bills to be paid by the Friends total \$1,112.51. Bills already paid by the Friends total \$1,413.03. Motion by Van Grinsven 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 meeting was on Monday, May 14 at 1:30 pm in the Nordlof Conference Room. They approved funding the lapel microphone and \$500 toward the wireless microphone antennas. Used Book Sale at Flea Market begins Tuesday, June 5. Neighbor to Neighbor program schedule is filled except for October. I need hosts!!

Children's Program Update: The program ended on Tuesday, May 15 with a special program with Bryn Lottig – experiential/adventure education. Children's Summer Reading Program starts on Wednesday, June 20. Schedule and press release will go out soon. Laura and Jessica will be visiting the school to drum up attendance this summer.

Northwoods Book Festival Update: We are finished with this summer's program schedule, with all of us adding additional authors without them being included on the poster. 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 booked Andy “Buckshot” Anderson for June 26. Looking at 2 other authors to visit this summer as well. 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.

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

Upcoming Events and Programs:

- **May Art in the Library Exhibit – Eric Johnson Photography**
- **June Art in the Library Exhibit – To Be Determined**
- **First and Third Wednesdays from 10-12 – Knitting Club**
- **Mondays from 1-4 pm – Mah Jongg in the Library moves to CC of BJ after 5/28**
- **Second Wednesday at 1:30 pm – Boulder Junction Book Club**
- **Thursday, May 17 – Third Thursday Theatre at 7 pm**
- **Thursday, May 24 – Neighbor to Neighbor at 7 pm**
- **Saturday, May 26 – Artist’s Reception from 11 am to 12 pm**
- **Monday, May 28 – Closed for Memorial Day**
- **Tuesday, May 29 – Closing at 4 pm for Volunteer Appreciation Party**
- **Wednesday, May 30 – Start Summer Hours!**
- **Thursday, May 31 – Author Jay Woolf at 7 pm**
- **Tuesday, June 5 – First Flea Market Book Sale from 8-2**
- **Wednesday, June 6 – Close Early for Carpet Cleaning**
- **Tuesday, June 12 – Mathew Janzen “State of Craft Beer” at 6:30 pm**
- **Thursday, June 14 – Library Board of Trustees Meeting at 4 pm**
- **Wednesday, June 20 – Children’s Summer Reading Program Begins**
- **Thursday, June 21 – Third Thursday Theatre at 7 pm**
- **Tuesday, June 26 – Andy “Buckshot” Anderson at 7 pm**
- **Thursday, June 28 – Neighbor to Neighbor at 7 pm**

Approve Closing at 1 pm on Wednesday, June 6 for Carpet Cleaning: Motion by Fehlandt to close the library at 1 pm on Wednesday, June 6 for carpet cleaning. Motion seconded by Fieweger. Motion carried.

Discuss Menu for May 29 Volunteer Appreciation Party: Motion by Fieweger to have Eileen Wahlgren cater the Volunteer Dinner at a cost of \$5 per person plus \$30 extra for 60 S’mores cupcakes. Motion seconded by Fehlandt. Motion carried. Party set up will begin at 3:30 pm

Discuss Other Future Capital/Equipment Purchases from Wish List: Motion by Murphy Blank to hire K-Tech Kleening for carpet cleaning at a cost of \$840 for all carpeted areas in the library. Motion seconded by Van Grinsven. Motion carried. The town will be paying for the cleaning of the remainder of the building. Air duct cleaning is not necessary yet and will be reviewed again in the fall.

Circulation Policy Revisions and Patron Registration Procedure Changes: Sanderson is on a Merlin sub-committee exploring patron registration procedures and policies. The sub-committee will be making recommendations to the Merlin Consortium at the next meeting. Sanderson will wait to see if the changes have been adopted before revising our Circulation Policy and drafting new procedures for staff. This item will be put on the next month’s agenda for update.

Schroeder and Sass Employee Upcoming Reviews: Sanderson has completed the reviews and they are in the employees' files.

Library Director Performance Review: Fehlandt and Van Grinsven will work on Sanderson's review. The review will be done in closed session at the July board meeting.

Board Member Term Expiration – Renew or Replace: Van Grinsven would like to serve another term. Her re-appointment will be put on the June library board agenda and the June town board agenda. Her current term expires June 30.

Reading Garden Update: Ken Middleton is back in town and working on the garden. Jay Kassien is going to give us a quote for the pedestal over the septic tank and the fences for the electric and generator boxes. The donor sign is in the works.

Art Committee Update and Approval of Upcoming Exhibits: Motion by Van Grinsven to keep Eric Johnson's photography exhibit up through June. Motion seconded by Fieweger. Motion carried with Johnson abstaining. Sanderson will convene a meeting of the Art Committee to discuss and approve the July exhibit. The August exhibit is the juried show.

Director and Board Goals – Short/Long Term Strategic Planning – 1 Page Plan: Motion by Fieweger to approve the one-page statement with minor corrections. Motion seconded by Fehlandt. Motion carried. Murphy Blank will make final corrections to the full strategic plan for approval at June meeting.

Discuss and Approve Library Director Job Description: Tabled.

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

Adjourn: Johnson adjourned the meeting at 5:44 pm.

Respectfully Submitted by Cherie Sanderson on June 11, 2018