

**Boulder Junction Public Library Board of Trustees**  
**Minutes of the Annual Board Meeting**  
**Thursday, July 12, 2018 – 4 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, 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 Murphy Blank 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 June 14, 2018 regular meeting minutes with the correction of one typo. Motion seconded by Fehlandt. Motion carried.

**Election of Board Officers:** Motion by Fehlandt to keep the current slate of officers. Motion seconded by Murphy Blank. Motion carried.

**Treasurer's Financial Report:** Fehlandt presented the June monthly report and the Year-to-Date financial report. End of June balance for the Checking Account is \$20,031.11 with \$4,666.47 segregated for the Reading Garden. End of June balance in the Hybrid Checking Account is \$10,859.32. Total funds available to the board at the end of June are \$30,280.45. Motion by Fieweger to place the June Financial Report on file for audit. 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 \$101.50. Bills to be paid by the Town total \$1,020.78. Bills already paid by the Town total \$4,620.17. Bills to be paid by the Friends total \$494.59. Bills already paid by the Friends total \$635.14. Bills to be paid from the Reading Garden Fund total \$260.95. Motion by Murphy Blank to approve payment of the bills and credit card. Motion seconded by Fieweger. Motion carried.

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

**Circulation and Usage Statistics:** See the report. NWLS has not hired a replacement for Alyssa Cleland so there are no statistics for circulation this month.

**NWLS Staffing Update:** There is a new partnership with NWLS and WVLS. Sherry Machones, Director of NWLS, will be serving as the Inclusive Services Coordinator for both systems. Jamie Matczak, Education Consultant of WVLS, will be serving as the Continuing Education & Training Coordinator for both systems. NWLS's west coast candidate for the ILS Administrator position decided to take another position so they are inviting their east coast candidate to visit the area in the next few weeks. They have partnered with Indianhead Federated Library System (IFLS) to provide some ILS assistance in the interim. They have not yet worked on stats and how that will be handled. They did not receive enough

qualified applicants for the Assistant Director position and will be revising the job description and presenting it to the Board this month – then re-opening the call for candidates.

**Friends of the Library Update:** Used Book Sale at Flea Market has had record-breaking first weeks and are on track to possibly surpass their previous best year! Neighbor to Neighbor program schedule is filled except for October and I need hosts for October. At the last meeting of the Friends on July 9, Richard Fields announced he would not be running for President when his term expires at the end of the year. Luella Doss said she would run for Vice-President again. Election of President and Vice-President will take place at their January meeting. They need help finding someone to run for President.

**Children's Program Update:** Children's Summer Reading Program started on Wednesday, June 20. They have had great attendance because the Rec Program has been coming. Extra program added this Friday with Colossal Fossils. Program ends August 8.

**Wish List Update:** Most major purchases have been made. Blinds in the reading room and new website are the next priorities.

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

#### **Upcoming Events and Programs:**

- July Art in the Library Exhibit – Abigail Bostwick and Devin Smith
- August Art in the Library Exhibit – Juried Show – Reception Aug 3 – 4-5:30
- Tuesdays from 8 am to 2 pm – Weekly Used Book Sale
- First and Third Wednesdays from 10-12 – Knitting Club
- Mondays from 1-4 pm – Mah Jongg at the Community Church
- Second Wednesday at 1:30 pm – Boulder Junction Book Club
- Third Thursday Theatre every third Thursday May-September at 7 pm
- Fourth Thursday – Neighbor to Neighbor at 7 pm
- Friday, July 13 – Colossal Fossils from 10-11 am
- Tuesday, July 17 – Rosin the Bow with the McHugh's at 7 pm
- Tuesday, July 24 – Northwoods Book Festival presents Dave and Amy Freeman "A Year in the Wilderness" at 6:30 pm
- Tuesday, July 31- June Movie Do-Over at 7 pm
- Thursday, August 9 – Library Board meeting at 4 pm
- Thursday, August 9 – Third Thursday Theatre moved due to Woodcarvers
- Tuesday, August 21 – Mary Anne Smrz author visit at 7 pm
- Plus, all of the Northwoods Book Festival events at the other 6 libraries!

**Circulation Policy Revisions and Patron Registration Procedure Changes:** Sanderson provided a draft of the changes to our existing Circulation Policy. The board made additional suggestions for changes and clarification. Sanderson will make the additional changes and email another draft to the board to review before the next meeting. The policy will be on the next meeting agenda to approve. Sanderson, with help from Murphy Blank and Fehlandt, will also draft a procedures document for staff and volunteers to be added to the Volunteer Manual and kept at the Circ Desk.

**Website – Current Website Expiring – Need New Website Designer/Support:** Sanderson is looking into our options and will present her findings at the August board meeting.

**Closed Session:** Motion by Murphy Blank to consider performance evaluation for Library Director. (Discussion & possible action): The Library Board may convene into Closed Session by Roll Call vote pursuant to Wis. Stats. 19.85(1) (c) Considering employment, promotion, compensation or performance evaluation data of any public

employee over which the governmental body has jurisdiction or exercises responsibility. Following Closed Session, the Library Board may reconvene in open session. Motion seconded by Fehlandt. Roll Call Vote: Johnson, aye; Fehlandt, aye; Murphy Blank, aye; and Fieweger, aye. Board started entered into closed session at 4:45 pm.

**NOTE** – Fieweger had to leave the meeting at 5 pm.

**Open Session:** Motion to reconvene in open session made by Murphy Blank. Motion seconded by Fehlandt. Roll Call Vote: Johnson, aye; Fehlandt, aye; and Murphy Blank, aye. Board reconvened in open session at 5:09 pm. Motion by Murphy Blank that he President and Vice-President meet with Sanderson in the next 60 days to conduct her annual performance evaluation. Motion seconded by Fehlandt. Motion carried.

**Reading Garden Update:** The fences are still on hold until we discuss a compromise with Reuss. Van Grinsven is working with Orde in Green Bay on the donor sign. The board would like the donor sign to be self-standing instead of erected on the fence because the sign needs to go up as soon as possible.

**Art Committee Update:** The August exhibit is the juried show. We received entries from 12 artists with 34 pieces of artwork and narrowed the show down to 20 pieces of work. Tim Black will be helping hang the show on July 31. There will be an Art Reception on Friday, August 3 from 4-5:30 pm to open the show to the public and announce first, second and third place prizes.

**Set Date and Time for Next Meeting:** The next regular meeting will be held on August 9 at 4 pm.

**Adjourn:** Johnson adjourned the meeting at 5:50 pm.

***Respectfully Submitted by Cherie Sanderson on August 2, 2018***