

Boulder Junction Public Library Board of Trustees
Minutes of the Regular Board Meeting
Thursday, June 14, 2018 – 3:30 pm

Call to Order: President Johnson called the meeting to order at 3:38 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: 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 May 17, 2018 regular meeting minutes and May 24, 2018 special meeting minutes with a change to the wording on the May 24 minutes. Motion seconded by Murphy Blank. Motion carried with Fehlandt and Van Grinsven abstaining since they were not at the meeting.

Treasurer's Financial Report: Fehlandt presented the May monthly report and the Year-to-Date financial report. End of May balance for the Checking Account is \$21,842.13 with \$5,091.47 segregated for the Reading Garden. End of May balance in the Hybrid Checking Account is \$10,857.94. Total funds available to the board at the end of May are \$30,730.09. Motion by Van Grinsven to place the May 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 \$1417.75. Bills to be paid by the Town total \$346.46. Bills already paid by the Town total \$6309.46. Bills to be paid by the Friends total \$100.00. Bills already paid by the Friends total \$786.84. Bills to be paid from the Reading Garden Fun total \$539.99. Motion by Fehlandt 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.

Volunteer Dinner Recap: We had a lower attendance than I had anticipated but still a good turnout. The food was awesome, and everyone loved the cupcakes. I had many comments from volunteers that they enjoyed the evening.

NWLS Staffing Update: I have not gotten a recent update, but this is what I know as of today. NWLS narrowed Marsha Sorenson's replacement down to 2 candidates but I have not heard if/when they will hire the person. Alyssa Cleland was let go and they have posted the position. They will be contracting with Indianhead Federated Library System for ILS support. We are also being told we need to find a new website server/creator by this fall.

Friends of the Library Update: Used Book Sale at Flea Market has had 2 record-breaking first weeks! Neighbor to Neighbor program schedule is filled except for October. I need hosts for July and October. Next meeting is Monday, July 9 at 1:30 pm.

Children's Program Update: Children's Summer Reading Program starts on Wednesday, June 20.

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

Upcoming Events and Programs:

- June Art in the Library Exhibit - Eric A. Johnson
- July Art in the Library Exhibit - Devin Smith and Abigail Bostwick
- First and Third Wednesdays from 10-12 - Knitting Club
- Mondays from 1-4 pm - Mah Jongg in the Library moved to CC of BJ
- Second Wednesday at 1:30 pm - Boulder Junction Book Club
- 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
- Tuesday, June 26 - Town Board Meeting at 7:30 pm
- Wednesday, June 27 - John Swift at 2 pm
- Thursday, June 28 - Neighbor to Neighbor at 7 pm
- Wednesday, July 4 - Library Closed
- Thursday, July 5 - TE Woods at 7 pm
- Monday, July 9 - Friends of the Library Meeting at 1:30 pm
- Thursday, July 12 - Library Board of Trustees Meeting at 4 pm
- Friday, July 13 - Colossal Fossils from 10-11 am
- Thursday, July 19 - Third Thursday Theatre at 7 pm
- Tuesday, July 24 - Dave and Amy Freeman at 6:30 pm
- Tuesday, July 24 - Town Board Meeting at 7:30 pm
- Thursday, July 26 - Neighbor to Neighbor at 7 pm
- Plus, all of the Northwoods Book Festival events at the other 6 libraries!

Board Member Term Expiration - Re-appoint Mary Van Grinsven: Motion by Murphy Blank to re-appoint Mary Van Grinsven to another term on the library board. Motion seconded by Fehlandt. Motion carried. Town Board will now need to approve Van Grinsven's appointment at their next regular meeting on June 26.

Circulation Policy Revisions and Patron Registration Procedure Changes: Sanderson is waiting for the changes approved by the Merlin Consortium to be put into a policy template before revising our Circulation Policy and drafting new procedures for staff. This item will be put on the next month's agenda for update.

Library Director Job Description and Performance Review Update: Van Grinsven will send the review template to Sanderson to send out to the entire board. The board will then bring their comments to the July 12 board meeting. Since Van Grinsven will not be at the meeting on July 12, Fieweger will compile all the comments and present the document to Van Grinsven when she is back in town. Van Grinsven will add her comments and then Sanderson will be presented with her review later in July or early August.

Reading Garden Update: Jay Kassien finished the pedestal over the septic tank. The fences are on hold until we discuss a compromise with Reuss. Van Grinsven is working with Orde in Green Bay on the donor sign.

Art Committee Update and Approval of Upcoming Exhibits: Motion by Van Grinsven to accept Abigail Bostwick and Devin Smith's artwork for the July exhibit. Motion seconded by Fehlandt. Motion carried. The August exhibit is the juried show.

Director and Board Goals – Short/Long Term Strategic Planning – 1 Page Plan: No action taken. Will put on July's meeting agenda.

Closed Session: Motion by Murphy Blank to go into closed session to consider performance evaluation and compensation for Children's Services Assistant pursuant to Wis. Statutes 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. Motion seconded by Fehlandt. Roll call vote: Van Grinsven, aye; Fehlandt, aye; Murphy Blank, aye; Fieweger, aye; and Johnson, aye. Motion carried. Board entered into closed session at 4:55 pm.

Open Session: Roll call vote to return to open session at 5:02 pm: Van Grinsven, aye; Fehlandt, aye; Murphy Blank, aye; Fieweger, aye; and Johnson, aye. Motion by Murphy Blank to approve a \$.50 wage increase for Jessica Fritz to correlate with her six-month probationary review. Motion seconded by Van Grinsven. Motion carried.

Set Date and Time for Next Meeting: The next regular meeting will be held on Thursday, July 12, 2018 at 4 pm. The August meeting will be held on August 9 at 4 pm.

Adjourn: Johnson adjourned the meeting at 5:15 pm.

Respectfully Submitted by Cherie Sanderson on July 10, 2018