

Boulder Junction Public Library Board of Trustees
Minutes of the Regular Board Meeting
Thursday, August 9, 2018 – 3:30 pm

Call to Order: Vice-President Van Grinsven called the meeting to order at 3:31 pm.

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

Recognition of Visitors/Comments: No visitors in attendance.

Agenda Approval: Motion by Fieweger to approve the agenda as presented with the Vice-President's discretion to move the order of items on the agenda. Motion seconded by Murphy Blank. Motion carried.

Minutes Approval: Motion by Murphy Blank to approve the July 12, 2018 regular meeting minutes. Motion seconded by Fehlandt. Motion carried with Fieweger abstaining since she was absent from the meeting.

Treasurer's Financial Report: Fehlandt presented the July monthly report and the Year-to-Date financial report. End of July balance for the Checking Account is \$17,588.64 with \$4,447.47 segregated for the Reading Garden. End of July balance in the Hybrid Checking Account is \$10,860.65. Total funds available to the board at the end of July are \$28,153.31. Motion by Murphy Blank to place the July 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 \$603.00. Bills to be paid by the Town total \$1,507.37. Bills already paid by the Town total \$4,491.58. Bills to be paid by the Friends total \$920.17. Motion by Fieweger to approve payment of the bills and credit card. Motion seconded by Murphy Blank. Motion carried.

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

Circulation and Usage Statistics: NWLS has not figured out a way to create statistics reports so there are no statistics for circulation this month. See report for other statistics.

NWLS Staffing Update: Both of NWLS's candidates for the ILS Administrator position declined the offer so they are re-posting the job opening. They have partnered with Indianhead Federated Library System (IFLS) to provide some ILS assistance in the interim. They revised the job description for the Assistant Director and re-advertised that position.

Friends of the Library Update: Used Book Sale at Flea Market has been breaking records and will probably surpass 2015 which was their previous best year! Neighbor to Neighbor program schedule is filled except for October and I need hosts for October. August program is Wild Cats of Wisconsin with the Discovery Center Naturalist. Next meeting of the Friends is Monday, September 10 at 1:30 pm. Ellen and Mary have Wine Tasting prep started.

Children's Program Update: We had a great summer program. Laura and Jessica did a really good job with help from Sara and Lannie and her kids. Last program was prizes and sundaes. No specific date set yet for start of school year program.

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:

- **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 resume in library 9/10**
- **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**
- **August 9 & 10 – Tommy Barr music in the garden from 3-4 pm**
- **Thursday, August 9 – Third Thursday Theatre moved due to Woodcarvers**
- **Tuesday, August 21 – Mary Anne Smrz author visit at 7 pm**
- **Closed September 3 for Labor Day**
- **Tuesday, September 4 – Northern Waters Genealogical Society Meeting 7-9 pm**
- **Monday, September 10 – Friends of the Library meeting at 1:30 pm**
- **Thursday, September 13 – Library Board of Trustees meeting at 4 pm**

Circulation Policy Revisions and Patron Registration Procedure Changes: Sanderson presented the revised Circulation Policy. Motion by Van Grinsven to approve the revised Circulation policy. Motion seconded by Fieweger. Motion carried. Sanderson will work on a patron registration procedure cheat sheet for Volunteers and present the changes at a Volunteer Meeting to be held in September.

Set Fine Policy for Board Games/Kids' Kits: Motion by Fieweger to impose a \$.25 per day fine on overdue board games and kids' kits. Motion seconded by Murphy Blank. Motion carried.

Website – Hire Website Designer/Manager and Maintenance Plan: Sanderson presented the proposal from Work Web Life. Motion by Fehlandt to hire WWL for the website design/build and for one-year maintenance plan with the expectation that we review need for the maintenance plan after first year and we ask the Friends to pay for the costs. Motion seconded by Murphy Blank. Motion carried.

Strategic Plan Approval: Motion by Murphy Blank to approve the Strategic Plan as submitted with the intention of reviewing annually. Motion seconded by Fehlandt. Motion carried.

Library Director Job Description: Tabled until next meeting.

Reading Garden Update: The donor sign is being re-quoted to add more donor names (making it a larger sign) and to compare costs between aluminum and foam. Will bring revisions to next meeting.

Art Committee Update and September Exhibit Approval: The August juried exhibit is well-received, and the artist's reception was well attended. Based on the success, the event should be repeated next year with a few minor changes. Abigail Bostwick applied for the September exhibit. Motion by Van Grinsven to approve Bostwick's exhibit application for September. Motion seconded by Fehlandt. Motion carried.

2019 Budget Preparation: We need to review spending trends year to date and look at what changes we need to be made for 2019. Sanderson will bring proposals to the September meeting.

Set Date and Time for Next Meeting: The next regular meeting will be held on September 13 at 4 pm.

Adjourn: Van Grinsven adjourned the meeting at 5:27 pm.

Respectfully Submitted by Cherie Sanderson on September 13, 2018