

Boulder Junction Public Library Board of Trustees
Minutes of the Regular Board Meeting
Thursday, October 11, 2018 – 4 pm

Call to Order: Vice-President Van Grinsven called the meeting to order at 4:08 pm.

Roll Call of Members: Members present were Sue Fehlandt, Sara Fieweger (arrived at 4:35 pm and left at 5 pm due to meeting conflict), 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.

Recognition of Visitors/Comments: No visitors in attendance.

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

Minutes Approval: Motion by Van Grinsven to approve the August 9, 2018 and September 13, 2018 minutes. Motion seconded by Fehlandt. Motion carried.

Treasurer's Financial Report: Fehlandt presented the September monthly report, and the Year-to-Date financial report. End of September balance for the Checking Account is \$16,206.21 with \$4,405.52 segregated for the Reading Garden. End of September balance in the Hybrid Checking Account is \$10,863.41. Total funds available to the board at the end of September are \$26,775.62. Motion by Murphy Blank to place the September Financial Report on file for audit. Motion seconded by Van Grinsven. 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 \$887.60. Bills to be paid by the Town total \$315.46. Bills already paid by the Town total \$4,437.19. Bills to be paid by the Friends total \$1,278.75. Bills to be paid from the Reading Garden Fund total \$74.97. 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: 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: The two vacant positions at NWLS(ILS Administrator and Assistant Director/ILS Assistant) have been re-posted and candidate search is starting all over again. Mike Sauvola, our Network Systems Administrator, will be retiring effective January 4, 2019. Right now, NWLS is using contracted services with Indianhead Federated Library Service and Wisconsin Valley Library Service. There is growing concern among NWLS directors that this situation is not ideal, and we are all hoping these positions are filled soon.

Friends of the Library Update: Used Book Sale at Flea Market surpassed 2015 which was their previous best year with over \$8000 in total sales! Neighbor to Neighbor program schedule is filled and I need hosts for October. At the meeting on September 10, the Friends voted to approve paying for our website costs, including the annual maintenance charge. They are looking for other projects to fund. Ellen has the Wine Tasting under control and donations are streaming in!

Children's Program Update: The Children's After School Reading Program will resume on Tuesday, October 2nd. Laura and Jessica are thinking about doing the classics this year – reading classic books and stories and looking at how they are still relevant today.

Wish List Update: Easels for art displays and Wine Tasting are being purchased next. Blinds in the reading room are still a priority. Also looking at the timing for getting all the name tags retrofitted with magnetic clasps and getting a people counter for the entry door.

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

Upcoming Events and Programs:

- **September Art in the Library Exhibit - Abigail Bostwick**
- **First and Third Wednesdays from 10-12 – Knitting Club**
- **Mondays from 1-4 pm – Mah Jongg from 1-4 pm in the library**
- **Second Wednesday at 1:30 pm – Boulder Junction Book Club**
- **Thursday, September 20 – Third Thursday Theatre at 7 pm**
- **Saturday, September 21 – Artist's Reception from 1-2:30 pm**
- **Thursday, September 27 – Neighbor to Neighbor at 2:30 pm**
- **Tuesday, October 2 – Norther Waters Genealogical Society Meeting 3-5 pm**
- **Saturday, October 6 – Wine & Beer Tasting from 5-8 pm**
- **Monday, October 8 – Author Michelle Davis 11 am to noon**
- **Thursday, October 11 – Library Board of Trustees Meeting at 4 pm**
- **Thursday, October 25 – Last Neighbor to Neighbor at 2:30 pm**

2019 Budget Approval: Motion by Fehlandt to approve the Fiscal Year 2019 Library Budget as presented by Sanderson. Motion seconded by Murphy Blank. Motion carried.

Journal Sentinel Discussion/Decision Whether to Continue Current Process: Sanderson reported there were only 17 requests to view the Journal Sentinel in the month that Johnson had been purchasing and dropping off the paper. Motion by Fehlandt to have Johnson discontinue purchasing/dropping off the Journal Sentinel after October 31st. Motion seconded by Murphy Blank. Motion carried.

November and December Food for Fines Approval: Motion by Murphy Blank to run the Food for Fines program in November and December. Motion seconded by Fehlandt. Motion carried.

Tax Mailing Insert: Sanderson asked for guidance and suggestions for this year's tax mailing insert. The board felt that we should do the insert the same as previous years with update to relevant information.

Volunteer/Staff Holiday Cards/Gifts: Sanderson asked for guidance and suggestions for Holiday cards/gifts for volunteers. The board liked the idea of giving cards, but no gifts, as we've done in the past. No action on Holiday gifts for staff.

Board/Director Goals: Tabled until next meeting.

Library Director Job Description: Tabled until next meeting.

Reading Garden Update: The donor sign has been re-quoted, and Van Grinsven is waiting for final proofing before purchasing.

Art Committee Update: Diane Schauss is the October artist. November artist will be the students of Melinda Schnell. We will be doing an artists' reception on Thursday, November 8 from 6-7:30 pm.

Set Date and Time for Next Meeting: The next regular meeting will be held on November 8 at 3:45 pm.

Adjourn: Van Grinsven adjourned the meeting at 5:30 pm.

Respectfully Submitted by Cherie Sanderson on November 6, 2018.