

**Boulder Junction Public Library Board of Trustees**  
**Minutes of the Regular Board Meeting**  
**Thursday, September 13, 2018 – 4 pm**

**Call to Order:** Vice-President Van Grinsven called the meeting to order at 4:03 pm. Johnson arrived at 4:14 pm and lead the remainder of the meeting.

**Roll Call of Members:** Members present were Sue Fehlandt, Sara Fieweger, Eric Johnson (arrived 4:14 pm), Ellen Murphy Blank and Mary Van Grinsven (via telephone conference call). 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 Vice-President and President's discretion to move the order of items on the agenda. Motion seconded by Murphy Blank. Motion carried.

**Minutes Approval:** Minutes were not ready for review and approval.

**Treasurer's Financial Report:** Fehlandt presented the revised July monthly report, the August monthly report, and the Year-to-Date financial report. End of August balance for the Checking Account is \$15,978.63 with \$4,405.52 segregated for the Reading Garden. End of August balance in the Hybrid Checking Account is \$10,862.03. Total funds available to the board at the end of August are \$26,590.66. Motion by Fieweger to place the August 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 \$363.50. Bills to be paid by the Town total \$765.82. Bills already paid by the Town total \$4,429.65. Bills to be paid by the Friends total \$1,754.60. Bills to be paid from the Reading Garden Fund total \$215.00. 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:** 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. The is growing concern among NWLS directors that this situation is not ideal, and we are all hoping these position 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 2<sup>nd</sup>. 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**

**Newspaper Subscription Discussion and Approval:** Sanderson described the current situation with not having a Journal Sentinel available locally. She has looked into several other options. Johnson offered to pick up the paper in Minocqua each day that he is down there for work. We will try this through October and keep track of the number of readers to see if it is worth the cost and effort. Will discuss again at October board meeting.

**Website Review and Approval:** Scott Bertz from Work Web Life has the website created and filled with content. Motion from Fieweger to start training for Sanderson and then have website go live. Motion seconded by Fehlandt. Motion carried. Sanderson explained that that the old website address would redirect to the new website address until the old website is removed from the server in December.

**Board/Director Goals:** Tabled until next meeting. Van Grinsven will send most recent document for prior review.

**Library Director Job Description:** Tabled until next meeting. Murphy Blank will send the most recent version of the job description for prior review.

**Reading Garden Update:** The donor sign is being re-quoted to add more donor names and to compare costs between aluminum and foam. Motion by Fehlandt to approve spending up to \$1500 on the donor sign to include posts and installation. Motion seconded by Murphy Blank. Motion carried.

**Art Committee Update and October and November Exhibits Approval:** Abigail Bostwick is the September Artist. Motion by Van Grinsven to approve Diane Schauss for October exhibit and Melinda Schnell's art students for the November exhibit based on the recommendations of the Art Committee. Motion seconded by Fieweger. Motion carried.

**2019 Budget Preparation:** Motion by Fehlandt to request the same funding amount from the town for 2019 as we received for 2018. Motion seconded by Murphy Blank. Motion carried. Discussion by board ensued indicating wages could be increased by 3% and other areas could be increased as needed, but the extra funding would be requested from the Friends instead of the town.

**Set Date and Time for Next Meeting:** The next regular meeting will be held on October 11 at 4 pm.

**Adjourn:** Johnson adjourned the meeting at 5:45 pm.

***Respectfully Submitted by Cherie Sanderson on October 9, 2018***