

Boulder Junction Public Library Board of Trustees
Minutes of the Regular Board Meeting
Wednesday, December 12, 2018 – 4 pm

Call to Order: President Johnson called the meeting to order at 4:15 pm.

Roll Call of Members: Members present were Sue Fehlandt, Sara Fieweger (arrived later), 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 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 Van Grinsven. Motion carried.

Minutes Approval: Motion by Van Grinsven to approve the November 8, 2018 minutes. Motion seconded by Murphy Blank. Motion carried with Johnson abstaining because he was not at the meeting.

Treasurer's Financial Report: Fehlandt presented the November monthly report, and the Year-to-Date financial report. End of November balance for the Checking Account is \$10,754.80 with \$4,000.52 segregated for the Reading Garden. End of November balance in the Hybrid Checking Account is \$10,866.12. Total funds available to the board at the end of November are \$21,620.92. Motion by Van Grinsven to place the November Financial Report on file for audit. Motion seconded by Fehlandt. Motion carried.

Audit and Approval of Bills and Credit Card Transactions: Sanderson reviewed the bills to be paid. Bills to be paid by the library board total \$2,449.19. Bills to be paid by the Town total \$0. Bills already paid by the Town total \$6,515.67. Bills to be paid by the Friends total \$0. Bills to be paid from the Reading Garden Fund total \$649.00. Motion by Fehlandt to approve payment of the bills and credit card. Motion seconded by Van Grinsven. Motion carried.

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

Circulation and Usage Statistics: We have almost all statistics from NWLS. They have figured out how to do them all now and have trained us on how to print out our own reports.

NWLS Staffing Update: Jackee Johnson is the new ILS Administrator. She lives in Eau Claire and will be working remotely. She currently works for the Eau Claire Public Library and the IFLS Library System. From Sherry regarding Mike's retirement: "We submitted our annual Plan Of Service to DPI in October and it detailed our plan to join the LEAN WI Partnership, which is a technology partnership between WVLS and IFLS. Merlin voted over a year ago to join our Sierra server to the Eau Claire data center that was a part of the LEAN WI Partnership. So, this is the system making a full commitment and being a full partner. Staffing wise, Mike Sauvola's position is already covered by the expertise of each other systems' IT department heads. Benjamin at NWLS will have increased responsibilities and will be promoted, as well as being the lead for the other systems assistants. NWLS is reserving funds to hire another assistant for technology if the workload merits."

Friends of the Library Update: Cookie Walk was a success – made about the same as previous years. Next meeting of the Friends is Monday, January 14 at 1:30 pm

Children's Program Update: No program December 11, 25, and January 1. Program resumes January 8.

Wish List Update: Blinds in the reading room, name tag upgrades and people counter were priorities but have not had a chance to pick out and purchase any of these items yet.

Weeding Update: We have weeded Easy children's section. Loew's are starting Juvenile fiction this week. Still need to weed Juvenile non-fiction, Adult fiction and Books on CD this winter. Will also need to weed DVDs again.

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

Upcoming Events and Programs:

- **December Art in the Library Exhibit – Students of Mindy Schnell**
- **Tuesdays from 3:45-4:45 pm – Children's After School Reading Program**
- **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, December 13 at 10:30 am– Tech Gifts Talk**
- **Tuesday, December 18 at 7:30 pm – Town Board Meeting**
- **Monday, January 14 at 1:30 pm – Friends of the Library Meeting**
- **December 24 & 25 and January 1 – Library Closed for Holidays**
- **Winter Wellness Series – Dates/Times to be determined**

Holiday Staffing: Sanderson will be using her remaining 4 vacation days and 3 paid holidays over the last 2 weeks of December, so she will not be in the office from December 22 – January 1. Frauna will be covering her absence.

Volunteer Appreciation Party – Set Date: Motion by Fieweger to hold the Volunteer Appreciation Party on Tuesday, May 28 from 5-7 pm in the BJCC. Motion seconded by Murphy Blank. Motion carried.

2019 Performance Appraisals – Set Dates: No action taken. Sanderson will keep this item on future agendas until performance appraisals have been completed.

Removing Fines for Children's Materials – Discussion and Possible Approval: Sanderson presented the rationale for removing fines on children's materials (which includes Easy, Juvenile and Young Adult books, audiobooks, DVDs, kits, puzzles and games) and the history of other libraries in the region, state and nation who have gone fine free. Motion by Fehlandt to go Fine Free on children's and teen materials and waive existing fines on those same materials starting February 1, 2019 to coincide with Library Lover's Month. Motion seconded by Murphy Blank. Motion carried.

Board/Director Goals: Sanderson and board members discussed items on the list that have been completed. Van Grinsven would like Sanderson and the Board to create a monthly Operations Calendar for our next goal. Sanderson and Van Grinsven will begin the process and bring to the next meeting.

Library Director Job Description: Fehlandt will revise the most recent draft if all board members will send her their suggestions by January 10, 2019. The final draft will be approved at the January 2019 meeting.

Reading Garden Update: No new updates.

Art Committee Update: Sanderson is working with Susan Govier from Aqualand Ale House to have a "Wine & Paint" class display up for the month of January. Eric Johnson is considering an exhibit for February. The

committee has not met because there have not been any new applications. Sanderson is putting together exhibits with short notice.

Set Date and Time for Next Meeting: The next regular meeting will be held on Thursday, January 17 at 4 pm.

Adjourn: Johnson adjourned the meeting at 6:01 pm.

Respectfully Submitted by Cherie Sanderson on January 11, 2019.