

Boulder Junction Public Library Board of Trustees
Minutes of the Regular Board Meeting
Thursday, November 8, 2018 – 3:45 pm

Call to Order: Vice-President Van Grinsven called the meeting to order at 3:51 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.

Recognition of Visitors/Comments: No visitors in attendance.

Agenda Approval: Motion by Fehlandt 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 Van Grinsven to approve the October 11, 2018 minutes. Motion seconded by Fieweger. Motion carried.

Treasurer's Financial Report: Fehlandt presented the October monthly report, and the Year-to-Date financial report. End of October balance for the Checking Account is \$14,443.93 with \$4,075.53 segregated for the Reading Garden. End of October balance in the Hybrid Checking Account is \$10,864.74. Total funds available to the board at the end of October are \$24,654.48. Motion by Fehlandt to place the October 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 \$1334.78. Bills to be paid by the Town total \$0. Bills already paid by the Town total \$4511.04. Bills to be paid by the Friends total \$539.42. Motion by Van Grinsven 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: We have partial statistics from NWLS. I am still not sure if their numbers are accurate. I've included their figures on the report but am waiting confirmation.

NWLS Staffing Update: From Sherry Machones: "I am happy to announce that Anne Marie Itzin has agreed to be our Assistant Director. She currently lives in Sparta, WI and is hoping to start on November 5th. We will be conducting two interviews for the ILS Administrator position after the WLA Conference."

Friends of the Library Update: Neighbor to Neighbor program on Thursday, October 25 had only 9 attendees and 4 of them were volunteers or presenter. Unless we do a food program in October, we get low numbers. Thoughts may be to end Neighbor to Neighbor in September. Next meeting of the Friends is Monday, November 12 at 1:30. Cookie Walk is Friday, November 23 at 5 pm.

Children's Program Update: The Children's After School Reading Program is going very well and has consistent turn out each week.

Wish List Update: Ordered and installed new art exhibit hardware above children's computers. Blinds in the reading room are still a priority but have not had time to order. Would like to send all name tags to Laser Innovations after Cookie Walk to get retrofitted with magnetic clasps. Looked at people counter for the entry door but am really having a hard time deciding between 2 different models that NWLS recommends. Looked into going to the Association of Small & Rural Libraries Conference in Seattle next fall.

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

Upcoming Events and Programs:

- **November 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**
- **Monday, November 12 at 1:30 pm – Friends of the Library Meeting**
- **Thursday, November 15 at 6 pm – Town Budget Hearing & Meeting of the Electors**
- **Thursday, November 22 – Library Closed for Thanksgiving**
- **Friday, November 23 – Friends of the Library Cookie Walk at 5 pm at Acorn Lodge**

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

NWLS 2019 Member Library Agreement Approval: Motion by Murphy Blank to approve the 2019 Member Library Agreement as presented. Motion seconded by Fehlandt. Motion carried.

Approve Closing Library at 6 pm Thursday, November 15 for Budget Hearing and Electors' Meeting: Motion by Fieweger to close the library at 6 pm on November 15. Motion seconded by Fehlandt. Motion carried.

Continuing Education Per Diem Reimbursement Approval: Sanderson presented the FY 2018 Per Diem Rates for Wisconsin from the U.S. General Services Administration. Motion by Van Grinsven to approve per diem reimbursements of \$11 for breakfast, \$12 for lunch and \$23 for dinner with alcohol excluded and receipts required. Motion seconded by Fehlandt. Motion carried.

Association of Small and Rural Libraries Membership and 2019 Conference – Discussion and Possible Approval: Sanderson presented information about the Association of Small and Rural Libraries and why it would be beneficial for the library to belong. She also suggested attendance at their 2019 conference. Sanderson will pursue membership, but no action taken on 2019 conference attendance.

Board/Director Goals: Tabled until next meeting.

Library Director Job Description: Fehlandt will revise the most recent draft if all board members will send her their suggestions. Will approve at December meeting.

Reading Garden Update: The donor sign has been proofed one last time and Van Grinsven will finish the order.

Art Committee Update: The November artists are the students of Melinda Schnell. December through February are open with no new applications. Sanderson will pursue a “Wine & Paint” exhibit with the work of Aqualand class students.

Set Date and Time for Next Meeting: The next regular meeting will be held on Wednesday, December 12 at 4 pm.

Adjourn: Van Grinsven adjourned the meeting at 5:34 pm.

Respectfully Submitted by Cherie Sanderson on December 4, 2018.