

Boulder Junction Public Library Board of Trustees
Minutes of the Regular Board Meeting
Thursday, February 21, 2019 – 4 pm

Call to Order: President Johnson called the meeting to order at 4:13 pm due to lack of quorum at 4 pm.

Roll Call of Members: Members present were Sue Fehlandt, Eric Johnson, Ellen Murphy Blank and Mary Van Grinsven via Facetime Audio. Sara Fieweger 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 President's discretion to move the order of items on the agenda. Motion seconded by Fehlandt. Motion carried.

Minutes Approval: Motion by Fehlandt to approve the January 17, 2019 minutes. Motion seconded by Murphy Blank. Motion carried with Van Grinsven abstaining since she did not attend the meeting.

Treasurer's Financial Report: Fehlandt presented the January monthly report, and the Year-to-Date financial report. End of January balance for the Checking Account is \$33,296.01 with \$3,351.52 segregated for the Reading Garden. End of January balance in the Hybrid Checking Account is \$10,868.83. Total funds available to the board at the end of January are \$44,164.84. Motion by Murphy Blank to place the January Financial Report on file for audit. Motion seconded by Van Grinsven. Motion carried. The town audit took place on January 31 and February 1, but we have not received a report yet.

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 \$1,329.25. Bills to be paid by the Town total \$7,701.92. Bills already paid by the Town total \$5,953.38. Bills to be paid by the Friends total \$2,051.63. Motion by Fehlandt 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 provided statistics for the remainder of 2018 and have finished compiling 2018 Annual Report stats. Not sure what happened with Adult and Juvenile circ stats though.

Friends of the Library Update: There is still no candidate for Vice-President and that position remains open. Deb Halverson and I are still working on ordering new Friends book bags. Next meeting will be March 11. (I will be gone)

Children's Program Update: The program has been cancelled twice because of bad weather. Our numbers will be down because of that.

Wish List Update: Same update as last month, 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: Loew's continue weeding Juvenile fiction but are waiting for me to find time to go through the weeds. Still need to weed Juvenile non-fiction, Adult fiction and Books on CD this winter. Will make a priority when I return from vacation.

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

February Fine Free Update: Patrons are thrilled when we tell them their fines are waived. It has been a little confusing remembering to waive fines (since it is not automatic) and I have a feeling we missed some and will have to waive them later. Parents truly appreciate no fines on children's materials.

League of Women Voters of the Northwoods Candidate Forum: The forum is set for Tuesday, March 19. We will be "hosting" and the LWVONW are the "sponsors". We are in charge of set up and take down. I am also helping with all PR and have LUHS students record the event. The League will handle all details of the actual forum process.

Upcoming Events and Programs:

- February/March Art in the Library Exhibit - Eric Johnson's photography
- 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
- Tuesday, February 26 – Winter Wellness Reflexology and Medi-Cupping at 2:30 pm
- Tuesday, February 27 – Winter Wellness Kicking the Sugar Habit at 2:30 pm
- March 5-12 – Cherie on Vacation
- Tuesday, March 5 – NW Genealogy Meeting 3-5 pm
- Wednesday, March 6 – Discovery Center Brown Bag Dragonflies at Noon
- Monday, March 11 – Friends of the Library Meeting at 1:30 pm
- Thursday, March 14 – Library Board Meeting at 4 pm??
- Tuesday, March 19 – Winter Wellness Cancer Clear & Simple at 2:30 pm
- Tuesday, March 19 – Candidate Forum from 6:30-8:30 pm
- Tuesday, March 26 – Winter Wellness "Mindfulness & Meditation" at 2:30 pm
- Tuesday, April 2 – Spring Election
- Tuesday, April 9 – Winter Wellness "Identity Theft: Prevent & Protect" at 2:30 pm

2018 DPI Annual Report Approval: Sanderson has finished filling out the DPI Annual Report and NWLS has looked it over for any errors and given their approval. Motion by Murphy Blank to approve and submit the 2018 DPI Annual Report. Motion seconded by Fehlandt. Motion carried.

2019 Collection Development Grant Agreement: Sanderson presented the 2019 NWLS Collection Development Grant Agreement. There were no changes to the language of the agreement. Motion by Fehlandt to approve the 2019 NWLS Collection Development Grant Agreement. Motion seconded by Murphy Blank. Motion carried.

2019 Performance Appraisals – Set Dates: No action taken. Sanderson will keep this item on future agendas until all staff performance appraisals have been completed. Goal is to have Director's performance review ready for closed session at the March board meeting.

2019 Wage Increases – No action taken.

Board/Director Goals: Van Grinsven and Sanderson will work on a rough draft of a new Operations Calendar (to replace the "Year-at-a-Glance" document). Will be put on March agenda.

Reading Garden Update: Van Grinsven has not received word on when our donor thank you sign will be completed and ready to pick up.

Art Committee Update and Approval of Future Exhibits/Policy Revision: Sanderson contacted NLS for the April youth art exhibit and they will participate. Sanderson did not have changes to the policy ready. Will put on next month's agenda.

Set Date and Time for Next Meeting: The next regular meeting will be held on Thursday, March 21 at 4 pm.

Adjourn: Johnson adjourned the meeting at 5:10 pm.

Respectfully Submitted by Cherie Sanderson on March 20, 2019