

**Boulder Junction Public Library Board of Trustees**  
**Minutes of the Regular Board Meeting**  
**Thursday, January 17, 2019 – 4 pm**

**Call to Order:** Sue Fehlandt called the meeting to order at 4:52 pm due to lack of quorum at 4 pm.

**Roll Call of Members:** Members present were Sue Fehlandt, Sara Fieweger, Eric Johnson (arrived at 5:26 pm due to Fire call), and Ellen Murphy Blank. Mary Van Grinsven 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 Fieweger. Motion carried.

**Minutes Approval:** Motion by Fieweger to approve the December 12, 2018 minutes. Motion seconded by Murphy Blank. Motion carried.

**Treasurer's Financial Report:** Fehlandt presented the December monthly report, and the Year-to-Date financial report. End of December balance for the Checking Account is \$10,391.85 with \$3,351.52 segregated for the Reading Garden. End of December balance in the Hybrid Checking Account is \$10,867.45. Total funds available to the board at the end of December are \$21,151.30. Motion by Murphy Blank to place the December Financial Report on file for audit. Motion seconded by Fieweger. Motion carried. The town audit will take place on January 31 and February 1.

**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 \$1,095.00. Bills to be paid by the Town total \$903.11. Bills already paid by the Town total \$4,538.93. Bills to be paid by the Friends total \$676.20. 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 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:** Annual meeting of the Friends was Monday, January 14 at 1:30 pm. Only 6 people attended. Luella Doss led the meeting in Dick's absence and was voted in as new President. There was no candidate for Vice-President and that position remains open. The Friends will be "granting" us \$20,000 this year. Deb Halverson and I are working on ordering new Friends book bags. Next meeting will be March 11. (I will be gone)

**Children's Program Update:** The program resumed January 8. Things are going well, and attendance is holding steady.

**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 started weeding Juvenile fiction, but I have not had time to go through the weeds. Deb Halverson and Karshon Carlson weeded DVDs to make room. Still need to weed Juvenile non-fiction, Adult fiction and Books on CD this winter.

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

**Food for Fines Update:** We waived \$28.40 in fines and donated 3 grocery bags of food to the Food Pantry. \$12 of what was waived was from someone paying it forward.

**League of Women Voters of the Northwoods Candidate Forum:** I was asked to contact the LWVONW to arrange a candidate forum which would be sponsored by them and run by them – with our cooperation and assistance. They have not given us a final answer or chosen a date.

**Upcoming Events and Programs:**

- January Art in the Library Exhibit - Susie Govier's Wine & Paint students
- 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, January 29 – Winter Wellness Light Therapy at 2:30 pm
- Tuesday, February 5 – Winter Wellness Essential Oils at 2:30 pm
- Tuesday, February 5 – Northern Waters Genealogical Society Mtg from 3-5 pm
- Thursday, February 14 – Library Board Meeting at 4 pm???
- Tuesday, February 12 – Winter Wellness Kicking the Sugar Habit at 2:30 pm
- Tuesday, February 26 – Winter Wellness Reflexology and Medi-Cupping at 2:30 pm
- March 5-12 – Cherie on Vacation
- Wednesday, March 6 – Discovery Center Brown Bag Dragonflies at Noon
- Monday, March 11 – Friends of the Library Meeting at 1:30 pm
- Tuesday, March 19 – Winter Wellness Cancer Clear & Simple at 2:30 pm

**2019 Mileage Reimbursement Rate:** Sanderson presented the IRS 2019 standard mileage reimbursement recommendations. Motion by Murphy Blank to set the 2019 mileage reimbursement rate at \$.58 per mile. Motion seconded by Fieweger. Motion carried.

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

**2019 Wage Increases** – Although wages were approved in the 2019 budget, the actual increases will be awarded after performance reviews are complete.

**February Library Lover's Month – Discuss Offering Fine Amnesty:** In addition to waiving all fines on children's materials starting February 1, 2019, it was suggested that we also offer fine amnesty for all patrons during the month of February to celebrate Library Lover's Month. Motion by Fieweger to offer fine amnesty for all fines including cleaning the slate on all existing Boulder Junction fines (excluding bills or items from other libraries) as part of February Library Lover's Month. Motion seconded by Fehlandt. Motion carried.

**Board/Director Goals:** No action taken.

**Library Director Job Description:** A final draft of the Library Director Job Description was presented by Fehlandt. Motion by Murphy Blank to approve the final draft with typographical and formatting issues to be fixed by Sanderson. Motion seconded by Fieweger. Motion carried.

**Reading Garden Update:** No new updates.

**Art Committee Update:** Motion by Murphy Blank to hang photography by Eric Johnson for the February and March Art in the Library exhibit. Motion seconded by Fieweger. Motion carried with Johnson abstaining. Sanderson is contacting NLS for the April youth art exhibit. Sanderson suggested we change the Art Policy wording to allow Director's discretion for choosing art exhibits when no applications are received. Will put on next month's agenda.

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

**Adjourn:** Johnson adjourned the meeting at 5:56 pm.

***Respectfully Submitted by Cherie Sanderson on February 18, 2019***