

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

Call to Order: President Johnson called the meeting to order at 4:07 pm.

Roll Call of Members: Members present were Sara Fieweger, Eric Johnson, Ellen Murphy Blank and Mary Van Grinsven. Sue Fehlandt 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 Van Grinsven 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 Van Grinsven to approve the February 21, 2019 minutes. Motion seconded by Murphy Blank. Motion carried with Fieweger abstaining since she did not attend the meeting.

Treasurer's Financial Report: Due to Fehlandt's absence, the financial report review was tabled until the April board meeting.

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 \$183.17. Bills to be paid by the Town total \$976.22. Bills already paid by the Town total \$4,355.91. Bills to be paid by the Friends total \$1,134.71. Motion by Van Grinsven to approve payment of the bills and credit card. Motion seconded by Fieweger. Motion carried.

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

Circulation and Usage Statistics: See attached report.

Friends of the Library Update: The Friends meeting on March 11 was postponed to March 18. Mary Van Grinsven attended on behalf of the library board of trustees. 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. Mary and I will be working on the Friends newsletter/dues mailing to go out by the end of April. Neighbor to Neighbor program schedule for 2019 has 3 out of 6 slots filled, but the Friends gave me great suggestions for new presenters. Thinking about creating a branch-off of Neighbor to Neighbor exclusively for travel programs (similar to Armchair Traveler) – one name suggestion was Vicarious Voyagers.

Children's Program Update: The program had been cancelled twice in February because of bad weather. Our numbers are down because of that. We are also competing with new afterschool activities, so we have lost a few children.

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. Mary started weeding books on CD this week. Still need to weed Juvenile non-fiction and Adult fiction before mid-May when we get busy again.

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

League of Women Voters of the Northwoods Candidate Forum: The forum was Tuesday, March 19. Everything went very well, and volunteers donated plenty of baked good and other treats. We were thanked by all candidates as well as the League. Digital copy of recording will be uploaded to our YouTube page and then that link will be put on Facebook, our website and town website.

Upcoming Events and Programs:

- • **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, March 26 – Winter Wellness “Mindfulness & Meditation” at 2:30 pm**
- • **Tuesday, April 2 – Spring Election 7 am to 8 pm**
- • **April 7-13 – National Library Week & National Volunteer Week**
- • **Tuesday, April 9 – Winter Wellness “Identity Theft” at 2:30 pm**
- • **Tuesday, April 16 – Town Annual Meeting of the Electors at ?? pm**
- • **Friday, April 19 – Good Friday and WE ARE OPEN**
- • **May 2-3 – Cherie attending WAPL conference (and presenting as well)**
- • **Monday, May 13 – Friends of the Library Meeting at 1:30 pm**
- • **Thursday, May 16 – First Third Thursday Theatre of the summer at 7 pm**
- • **Thursday, May 23 – First Neighbor to Neighbor of the summer at 7 pm**
- • **Monday, May 27 – Closed for Memorial Day**
- • **Tuesday, May 28 – Volunteer Appreciation Party from 5-7 pm**
- • **Wednesday, May 29 – Summer Hours Begin**

Annual Report to the Town – format and content: Sanderson will use the same “Piktochart” format as the previous two years using our DPI Annual Report statistics.

Social Media Policy – First Draft: Sanderson discovered we already have a Social Media Policy, but it has not been updated since 2012. Trustees should review both our policy and the rough draft from Cable Library and give Sanderson your input before the next board meeting.

Update on 2019 Performance Appraisals for Part-time Employees: No action taken. Sanderson will be completing all performance appraisals before Frauna leaves for vacation on April 8.

Board/Director Goals: No action taken.

Reading Garden Update: Still waiting to hear about completion date of donor sign.

Art Committee Update and Approval of Future Exhibits/Policy Revision: The North Lakeland students are the April artists. The committee will meet soon to make plans for future exhibits. Sanderson presented the revised Art Policy. Motion by Van Grinsven to accept the policy with minor changes in sentence wording. Motion seconded by Murphy Blank. Motion carried.

Closed Session: Motion by Murphy Blank to go to Closed Session to consider performance evaluation and compensation for Library Director pursuant to Wis. Stats. 19.85(1) (c) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. Motion seconded by Van Grinsven. Roll Call Vote called by Johnson were all Aye. Board went into closed session beginning at 5:29 pm.

Open Session: Motion by Fieweger to return to open session at 5:50 pm. Motion seconded by Murphy Blank. Roll Call Vote called by Johnson and all were Aye. Motion by Fieweger to accept Sanderson's proposed Performance Evaluation with minor wording changes and for the Board President to arrange the performance evaluation meeting with Sanderson. Motion seconded by Van Grinsven. Motion carried.

2019 Wage Increases – No action taken.

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

Adjourn: Johnson adjourned the meeting at 5:57 pm.

Respectfully Submitted by Cherie Sanderson on April 9, 2019