

Boulder Junction Public Library Board of Trustees
Minutes of the Regular Board Meeting
Thursday, November 14, 2019 – 4 pm

Call to Order: Murphy Blank called the meeting to order at 4:01 pm.

Roll Call of Members: Members present were Sue Fehlandt, Sara Fieweger, Ellen Murphy Blank, Mary Van Grinsven and Maggie Wolf. Library Director, Cherie Sanderson, was also present and kept the minutes of the meeting.

Recognition of Visitors/Comments: Dennis Aukstik was in attendance on behalf of the Town of Boulder Junction Economic Development/Connect Communities Broadband Work Group.

Agenda Approval: Motion by Van Grinsven to approve the agenda as presented with the Chair's discretion to move the order of items on the agenda. Motion seconded by Fehlandt. Motion carried.

Minutes Approval: Motion by Van Grinsven to approve the October 7, 2019 regular meeting minutes. Motion seconded by Fehlandt. 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 "5311" Checking Account is \$10,380.23 with \$4652.52 segregated for the Reading Garden. End of October balance in the "Noon-Profit 1012" Checking Account is \$15,810.79. Total funds available to the board at the end of October are \$26,191.02. Murphy Blank accepted the report to be placed on file for audit.

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 \$132.28. Bills to be paid by the Town total \$0. Bills already paid by the Town total \$6,688.76. Bills to be paid by the Friends total \$2,699.73. Motion by Van Grinsven to approve payment of the bills as presented. Motion seconded by Wolf. 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' met on Monday, November 11 at 1:30 pm. They voted to fund our reading garden fence(which will be to fund the balance). Wish List items were discussed. The next Fundraising event is the Cookie Walk on Friday, November 29. Ellen has the final results of the Wine & Beer Tasting. I told them I am looking for program ideas for 2020 Neighbor to Neighbor but will be pulling all travelogues and history programs out as separate program series.

Children's Program Update: We are still seeing a lower turnout this year. Jessica and Laura are reaching out to more parents. We did get 2 homeschool children who usually use Presque Isle library, but they have no children's program at that library, so they are coming here.

Wish List Update: I am still working on the People Counter – picked out a model but need to finalize the purchase and arrange for Ty to install. I need to keep working on Ty to solve our cordless phone issue and security computer issue. I need to get a commitment from Dennis to get ducts cleaned this fall. Jamie is working on spot cleaning the carpet. I need to get a rug for in front of the circ desk. Do we shampoo carpets this fall or wait until after winter? I'm also still looking at a kids' browser unit, library hours magnets, and a charging station. Also looking at a Sip 'n Swipe program to teach seniors how to use tablets – would need to purchase the tablets for instruction but the learning app is free. Also looking at a tablet or computer to replace our Surface for outreach programming and travel.

Weeding Update: We have finished Adult Fiction weeding. We need to weed YA and DVDs this winter.

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

Upcoming Events and Programs:

- Mondays from 1-4 pm – Mah Jongg
- Tuesdays from 3:45-4:45pm – Children's After School Reading Program
- First and Third Wednesdays from 10-12 – Knitting Club
- First Wednesday at 7 pm – Books & Brews Book Club at Aqualand
- Second Wednesday at 1:30 pm – Boulder Junction Book Club
- Thursday, November 14 – Town Budget Hearing at 6 pm followed by Meeting of Electors/Board

Meeting

- Thursday, November 28 – Closed for Thanksgiving
- Friday, November 29 at 5 pm – Cookie Walk at Acorn Lodge
- December 24-25 – Closed for Christmas
- Tuesday, December 31 – New Year's Eve – closing at ??
- Wednesday, January 1 – Closed for New Year's Day
- Monday, January 13 at 1:30 pm – Friends of the Library Annual Meeting

Dennis Aukstik – Broadband Letter of Support – Discuss and Approve: Aukstik presented details of the Broadband Work Group's efforts to bring Broadband to Boulder Junction. Motion by Fehlandt for the Boulder Junction Public Library to submit a letter of support for the Town of Boulder Junction/Centurylink Broadband grant application. Motion seconded by Wolf. Motion carried. Sanderson will compose the letter and submit to the town clerk.

Approve and Sign NWLS 2020 Member Library Agreement: Motion by Van Grinsven to approve and sign the NWLS 2020 Member Library Agreement. Motion seconded by Fehlandt. Motion carried.

2020 Budget Amendment- Discuss and Approve: Motion by Van Grinsven to approve the amendments to the 2020 Budget with changes (updated percentages) to unemployment and retirement amounts. Motion seconded by Wolf. Motion carried.

2019-2020 Tax Mailing Insert: Sanderson presented a draft of this year's insert. Motion by Van Grinsven to approve the draft so that Sanderson can begin printing. Motion seconded by Fehlandt. Motion carried.

Discuss Holiday cards/gifts for volunteers: The board will continue the practice of giving Christmas cards to the volunteers and they will be signed at the December meeting.

Employee Performance Reviews – Schedule Tasks and Set Dates: Employee performance reviews will be discussed at the January board meeting, approved at the February board meeting and then reviews will be conducted by the end of February.

Community Survey: No action taken.

Discussion and Possible Action on Friends Wish List: Motion by Fehlandt to ask the Friends to pay for the purchase of 200 magnets with library hours and info. Motion seconded by Van Grinsven. Motion carried. Motion by Fehlandt to ask the Friends to pay for the purchase and installation of a People Counter. Motion seconded by Van Grinsven. Motion carried. Motion by Fieweger to ask the Friends to pay for air duct cleaning. Motion seconded by Fehlandt. Motion carried.

Inclusive Services Assessment: Tabled until next month.

Board/Director Goal – Operations Calendar: No action taken.

Reading Garden Update – Fence Construction Update: The fence is complete and paid for. The permanent donor sign will be installed in Spring by Reuss Construction to complete the project.

Art Committee Update – Approve Upcoming Exhibits: Motion by Fehlandt to approve Mary Van Grinsven and Glennes Youngbauer for the December Art in the Library exhibit. Motion seconded by Wolf. Motion carried with Van Grinsven abstaining.

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

Adjourn: Murphy Blank adjourned the meeting at 5:41 pm.

Respectfully Submitted by Cherie Sanderson on December 12, 2019