

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

**Call to Order:** Murphy Blank called the meeting to order at 4:00 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:** None present.

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

**Minutes Approval:** Motion by Van Grinsven to approve the November 14, 2019 regular meeting minutes. Motion seconded by Fehlandt. Motion carried.

**Treasurer's Financial Report:** Fehlandt presented the November monthly report and the Year-to-Date financial report. End of November balance for the "5311" Checking Account is \$8,349.38 with \$4652.52 segregated for the Reading Garden. End of November balance in the "Non-Profit 1012" Checking Account is \$15,876.19. Total funds available to the board at the end of November are \$24,225.57. 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 \$227.36. Bills to be paid by the Town total \$0. Bills already paid by the Town total \$4,780.56. Bills to be paid by the Friends total \$1,663.15. Motion by Wolf to approve payment of the bills as presented. Motion seconded by Fehlandt. 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 Cookie Walk on Friday, November 29 was a huge success raising a little over \$2900 (gross). We had so many awesome donations that there were leftovers – which were sold in the library the next few days. The next meeting of the Friends will be Monday, January 13 at 1:30 pm.

**Children's Program Update:** Our numbers have stayed steady, but we're still trying to reach out to more families.

**Wish List Update:** I have the people counter and Jessica's husband will be installing it for us. I need to keep working on Ty to solve our cordless phone issue and to order a new security computer. Dennis decided he does not want to get the ducts cleaned or carpets cleaned until Spring. I ordered a rug for in front of the circ desk.

I'm also still looking at a kids' browser unit and a charging station. I have not had time to order the magnets. Also still looking at a tablet or computer to replace our Surface for outreach programming and travel.

**Weeding Update:** We have started YA weeding. We need to weed large print and DVDs this winter also.

**Sip 'n Swipe Program:** We are enrolled in the FREE Sip 'n Swipe tablet training program with Generations on Line. We were given 2 FREE tablets to use (and returned when program is done) and we will also use our own tablets. Patrons can also bring in their own tablet. I will be the coach. Classes have not been scheduled yet. The curriculum can be divided into 2 sessions at 2 hours each or 4 sessions at 1 hour each. Eagle River and Manitowish Waters are doing this too.

**Holiday Vacation Schedule:** I will be using vacation days on December 23, December 26, December 30 and December 31.

**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**
- **December 24-25 – Closed for Christmas**
- **Tuesday, December 31 – New Year's Eve – open 10-1**
- **Wednesday, January 1 – Closed for New Year's Day**
- **Monday, January 13 at 1:30 pm – Friends of the Library Annual Meeting**
- **Tuesday, January 21 at 2:30 pm – First Winter Wellness program**

**Accept Resignation from Frauna Schroeder:** Motion by Fieweger to accept the letter of resignation from Frauna Schroeder effective March 28, 2020. Motion seconded by Fehlandt. Motion carried.

**Discuss and Approve Library Assistant Vacancy Posting and Job Description:** Job Description needs updating before vacancy can be posted. Sanderson will present revisions for approval at the January board meeting.

**Discuss and Approve Holiday Gifts for Employees:** Motion by Van Grinsven give the same cash gifts as last year. Motion seconded by Fieweger. Motion carried.

**Approve and Sign 2020 Merlin Compliance Agreement:** Motion by Fehlandt to approve the 2020 Merlin Compliance Agreement. Motion seconded by Fieweger. Motion carried.

**Discuss and Approve Verizon Jetpack Mobile Hotspot:** No action taken.

**Employee Performance Reviews – Prepare to Discuss in January:** No action taken.

**Community Survey:** Board members asked Sanderson to resend the Superior Public Library survey for review. Timeline for creation of our survey is to have ready to send out by June.

**Discussion and Possible Action on Friends Wish List:** No action taken.

**Inclusive Services Assessment:** Murphy Blank would like to tackle one section of the assessment per month starting in January.

**Board/Director Goal – Operations Calendar and Other Items on the List:** No action taken.

**Reading Garden Update:** No action taken.

**Art Committee Update – Approve Upcoming Exhibits:** Motion by Fehlandt to approve “Boys to Christian Men” for the January exhibit and Christine Friedrich for the February exhibit. Motion seconded by Van Grinsven. Motion carried.

**Set Date and Time for Next Meeting:** The next regular meeting will be held on Thursday, January 9, 2020 at 4 pm.

**Adjourn:** Murphy Blank adjourned the meeting at 6:03 pm.

***Respectfully Submitted by Cherie Sanderson on January 6, 2020***