

Boulder Junction Public Library Board of Trustees
Minutes of the Regular Board Meeting
Thursday, January 9, 2020 – 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, Ellen Murphy Blank, Mary Van Grinsven and Maggie Wolf. Sara Fieweger was absent with notice. Library Director, Cherie Sanderson, was also present and kept the minutes of the meeting.

Recognition of Visitors/Comments: None present.

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

Minutes Approval: Motion by Van Grinsven to approve the December 17, 2019 regular meeting minutes. Motion seconded by Fehlandt. 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 "5311" Checking Account is \$9,116.06 with \$4652.52 segregated for the Reading Garden. End of December balance in the "Non-Profit 1012" Checking Account is \$15,876.19. Total funds available to the board at the end of December are \$24,116.00. 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 \$1,367.97. Bills to be paid by the Town total \$1,168.44. Bills already paid by the Town total \$4,813.34. Bills to be paid by the Friends total \$1,807.85. Motion by Fehlandt to approve payment of the bills as presented. Motion seconded by Wolf. Motion carried. Motion by Fehlandt to pay the Chase Card bill when it arrives. Motion seconded by Van Grinsven. Motion carried. Motion by Van Grinsven to pay the Winter Wellness Honorariums before the next meeting. 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 next meeting of the Friends will be Monday, January 13 at 1:30 pm. This will be their annual meeting.

Children's Program Update: Our numbers have stayed steady. We have a guest author coming on January 14.

Wish List Update: I am waiting for Jessica's husband to install the People Counter. Ty Rayala has given us a quote for a new security computer, and I accepted the estimate, but have not heard back from him on timing of delivery and installation. I need to keep working on Ty to solve our cordless phone. The rug for in front of the circ desk is here. 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. We will also do a minor weeding of Non-Fiction to withdraw outdated materials.

Shoutbomb Text Messages Update: I have not had a chance to train the volunteers on the process of asking patrons which method of notification they would like to use. I'm going to ask NWLS if they could put message prompts on our patron's records asking what their preferred method is so that we remember to ask when we are checking out.

Sip 'n Swipe Program: I will be scheduling four one-hour classes for each Thursday in February to be held from 11am to noon. I will have a conflict with February 13 because I will be out of town – will either skip that week or find another coach.

Winter Wellness Series: I have most Tuesday programs scheduled starting January 21 through February 18. There is one more presenter I am working on that would be on the last Tuesday of February.

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
- Tuesdays from 2:30-3:30 pm starting January 21 – Winter Wellness Program series
- Thursdays from 11am to noon starting February 5 – Sip & Swipe Café

Discuss and Approve Library Assistant Vacancy Posting and Job Description: Motion by Van Grinsven to approve the Library Assistant Vacancy Posting as presented by Sanderson. Motion seconded by Fehlandt. Motion carried. Motion by Van Grinsven to approve the Library Assistant Job Description revisions. Motions seconded by Fehlandt. Motion carried.

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

Employee Performance Reviews: Board members should give their comments to Van Grinsven by January 31. The board will go into closed session during the February meeting to consider the evaluation.

Community Survey: Board members are advised to give Murphy Blank their ideas by March meeting and she will compile.

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

Inclusive Services Assessment: Board members discussed part of Section 3. Will continue the assessment next month with pages 9-14.

Board/Director Goal – Operations Calendar and Other Items on the List: Sanderson and Van Grinsven will review and share the updated Operations Calendar.

Reading Garden Update: No action taken.

Art Committee Update: No action taken.

Set Date and Time for Next Meeting: The next regular meeting will be held on Thursday, February 20, 2020 at 4 pm.

Adjourn: Murphy Blank adjourned the meeting at 6:15 pm.

Respectfully Submitted by Cherie Sanderson on February 17, 2020