

**Boulder Junction Public Library Board of Trustees**  
**Minutes of the Regular Board Meeting**  
**Thursday, February 20, 2020 – 3:30 pm**

**Call to Order:** Murphy Blank called the meeting to order at 3:32 pm.

**Roll Call of Members:** Members present were Sue Fehlandt, Sara Fieweger (arriving after work), 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 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 January 9, 2020 regular meeting minutes with one correction. Motion seconded by Fehlandt. Motion carried.

**Treasurer's Financial Report:** Fehlandt presented the January monthly report and the Year-to-Date financial report. End of January balance for the "5311" Checking Account is \$29,226.19 with \$4652.52 segregated for the Reading Garden. End of January balance in the "Non-Profit 1012" Checking Account is \$15,876.19. Total funds available to the board at the end of January are \$44,459.58. 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 \$50.00. Bills to be paid by the Town total \$7,801.82. Bills already paid by the Town total \$6,127.22. Bills to be paid by the Friends total \$510.40. Bills already paid by the Friends total \$564.11. 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 Friends met on Monday, January 13 at 1:30 pm. Their next meeting is Monday, March 9 at 9am.

**Children's Program Update:** Our numbers have stayed steady. Jessica is busy planning for the summer program.

**Weeding Update:** We have weeded YA, large print and adult and Juvenile DVDs. We just started weeding Adult Non-Fiction.

**Shoutbomb Text Messages Update:** We had some initial resistance to the new notification system and how to ask patron's their preference and how to reduce the number of calls. Right now, I am determining when to stop

making calls from the circ desk for holds since patrons should be receiving the other notification methods. I think we will need to wait to make that change until later in summer when more patrons have set their preference and are used to the new system.

**Sip 'n Swipe Program:** First class was held this morning. We had 8 students (one left when he realized it wasn't one-on-one help). Two more Thursday morning classes are scheduled. Will repeat the classes in late spring when our snowbirds return and possibly again in the summer.

**Winter Wellness Series:** The last program was held on February 18. We had great turnouts and all presenters were well-received. Plan to continue this series next winter.

**Wisconsin Public Library System Redesign Project Update:** DPI is recruiting for a project coordinator to keep PLSR implementation on track and an implementation summit is being planned for early June with more details to come. 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 (March to be held March 11)
- Second Wednesday at 1:30 pm – Boulder Junction Book Club
- Thursdays from 10:30am-Noon from February 20-March 5 – Sip & Swipe Café
- Tuesday, February 25 – Town of Boulder Junction Board Meeting at 6:30 pm
- Tuesday, March 3 – Northern Waters Genealogical Society Meeting from 3-5pm
- Wednesday, March 4 – Discovery Center Knowledge at Noon at Noon
- Monday, March 9 – Friends of the Library Meeting at 9am
- Thursday, March 12 – Library Board of Trustees Meeting
- Friday, March 13-Monday, March 23 – Cherie out of office on vacation
- Saturday, March 28 – Frauna's last day
- Tuesday, April 21 – Annual Meeting of the Town of Boulder Junction at 6pm
- Neighbor to Neighbor starts May 28

**Approve and Submit 2019 DPI Annual Report:** Motion by Van Grinsven to approve and submit the 2019 DPI Annual Report. Motion seconded by Fehlandt. Motion carried.

**Approve 2020 NWLS Collection Development Grant:** Motion by Fehlandt to approve the 2020 NWLS Collection Development Grant. Motion seconded by Fieweger. Motion carried.

**Art Committee Update – Approve NLS students for March exhibit:** Motion by Murphy Blank to approve the students of North Lakeland for the March Art in the Library Exhibit. Motion seconded by Van Grinsven. Motion carried.

**Closed Session: Discuss Library Director performance evaluation and compensation and consider hiring and compensation for Library Assistant. (Discussion & possible action):** *The Library Board may convene into Closed Session by Roll Call vote 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. Following Closed Session, the Library Board may reconvene in open session.* Motion by Wolf to convene into Closed Session. Motion seconded by Fehlandt. Roll call vote: Murphy Blank, aye. Fehlandt, aye. Fieweger, aye. Van Grinsven, aye. Wolf, aye. Motion carried. Convened into closed session at 4:20 pm.

**Open Session: Action pertaining to Library Director performance evaluation and compensation and hiring and compensation for Library Assistant, if any:** Motion by Van Grinsven to return to open session. Motion seconded by Fehlandt. Motion carried. Motion by Van Grinsven to hire Jessica Fritz to fill the Library Assistant position with a start date effective immediately and at an hourly wage of \$13.50 per hour. Motion seconded by Fehlandt. Motion carried. Motion by Van Grinsven to increase the Children’s Services Assistant wage to \$13.50 per hour retroactive to January 1, 2020. Motion seconded by Fehlandt. Motion carried. Motion by Van Grinsven to increase the Library Director salary to \$37,100.00 retroactive to January 1, 2020 as budgeted. Motion seconded by Fehlandt. Motion carried.

**Review Board Policies – Behavior and Circulation Policies:** Tabled.

**Discuss and Review Town of Boulder Junction Employee Handbook:** Tabled.

**Discussion and Possible Action on Friends Wish List – Window Blinds, Assistant’s Extra Monitor, New Copier:** Motion by Fehlandt to request the Friends pay for the Reading Room window blinds. Motion seconded by Van Grinsven. Motion carried. Motion by Wolf to request the Friends pay for a new photocopier. Motion seconded by Fehlandt. Motion carried. Sanderson will bring these requests to the Friends of the Library meeting on Monday, March 9 at 9 am.

**Inclusive Services Assessment:** Motion by Murphy Blank to stop further review of the Inclusive Services Assessment. Motion seconded by Fehlandt. Discussion: it was felt that this assessment pertained more to larger, urban libraries and did not apply to our situation. Motion carried.

**Board/Director Goal – Re-establish Weeding Schedule:** Weeding currently in progress. No action taken.

**Reading Garden Update:** Wolf and Fehlandt request we recruit additional volunteers to help weeding and mulching the garden this summer.

**Set Date and Time for Next Meeting:** A special board meeting will be held on Tuesday, March 3 at 1 pm to discuss and approve the Behavior, Circulation and Personnel policies revisions. The next regular meeting will be held on Thursday, March 12, 2020 at 4 pm.

**Adjourn:** Murphy Blank adjourned the meeting at 6:10 pm.

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