

Boulder Junction Public Library Board of Trustees
Minutes of the Regular Board Meeting
Thursday, March 12, 2020 – 4 pm

Call to Order: Murphy Blank called the meeting to order at 4:06 pm.

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

Recognition of Visitors/Comments: Luella Doss, President of the Friends of the Boulder Junction Public Library, was present.

Agenda Approval: Motion by Fieweger 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 Fehlandt to approve the February 20, 2020 regular meeting minutes and the March 3, 2020 special meeting minutes. Motion seconded by Wolf. Motion carried.

Treasurer's Financial Report: Fehlandt presented the February monthly report and the Year-to-Date financial report. End of February balance for the "5311" Checking Account is \$29,051.77 with \$4652.52 segregated for the Reading Garden. End of February balance in the "Non-Profit 1012" Checking Account is \$15,876.19. Total funds available to the board at the end of February are \$43,999.76. 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 \$454.91. Bills to be paid by the Town total \$528.34. Bills already paid by the Town total \$2,883.99. Bills to be paid by the Friends total \$927.48. Bills already paid by the Friends total \$564.11. Motion by Fieweger 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, March 9 and approved the purchase of a new copier and reading room window blinds. Bonnie Spear will be training with Phil and Frauna to take over as Treasurer sometime between now and June. They are waiting for word from Jeff on Used Book Sale during Memorial Day weekend rummage sales.

Children's Program Update: Our numbers have stayed steady.

Weeding Update: We are still weeding Adult Non-Fiction.

Sip 'n Swipe Program: We had a total of 8 students attend at least 1-2 sessions with 3 students attending all 3. Will repeat the classes April 2, 9 & 16 and possibly again in May and June.

Summer Programming Updates: In an effort to offer more of the type of programming that has proven popular in the past, I will be holding "Around the World in 80 Minutes" travelogue programs on the third Thursday of June, July and August (to replace Third Thursday Theatre). I already have July booked. I have also contacted the Historical Society to partner on a monthly historical program in June, July and August. We have already booked Jim Bokern for Tuesday, August 4 at 7 pm. We will also be continuing Neighbor to Neighbor and Northwoods Book Fest.

National Volunteer Week and National Library Week – April 19-25: It's a bad time of year to have these events but we can do a few things.

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 (April-June – off July/August)**
- **Second Wednesday at 1:30 pm – Boulder Junction Book Club**
- **Tuesday, March 24 – Town of Boulder Junction Regular Meeting at 6:30pm**
- **Saturday, March 28 – Frauna Going-Away Party at 1pm**
- **Thursdays from 10:30am to noon April 2, 9 & 16 – Sip & Swipe Café**
- **Tuesday, April 7 – Northern Waters Genealogical Society Meeting from 7-9pm**
- **Thursday, April 9? – Library Board of Trustees Regular Meeting at 4pm**
- **Tuesday, April 21 – Town of Boulder Junction Annual Meeting at 6pm**

Review and Approve Annual Report to the Town for April Annual Meeting: Motion by Fieweger to approve the annual report to the town with minor revisions. Motion seconded by Wolf. Motion carried.

Discuss 2020 Operations Calendar – Revisions and Questions: Motion by Fehlandt to approve the revisions to the 2020 Operations Calendar. Motion seconded by Wolf. Motion carried.

Review Board Policies – Behavior, Reference Services, Equipment Loan Policies: Motion by Fehlandt to approve the updated Reference Services policy as presented. Motion seconded by Fieweger. Motion carried. Motion by Fehlandt to approve the Equipment Loan Policy with additional revisions as discussed. Motion seconded by Wolf. Motion carried. The board advised Sanderson to put the Behavior Policy on next month's agenda.

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

Discuss and Review Bylaws: No action taken. Need to research bonding of Treasurer.

Discuss and Approve Employee Gift: Motion by Wolf to approve gifts for Frauna Schroeder's retirement. Motion seconded by Fehlandt. Motion carried.

Discuss Questions for Community Survey: No action taken. Will add to April board meeting agenda.

Discussion and Possible Action on Friends Wish List – 2 -in- 1 laptop/tablet: No action taken.

Board/Director Goals - Update Volunteer Handbook: Sanderson was asked to have the volunteers review the current handbook and make suggestions for edits. Sanderson was also asked to add the Behavior Policy to the Volunteer Handbook. Sanderson will provide suggested revisions at the April board meeting.

Art Committee Update – Approve July Exhibit Application: Motion by Fieweger to approve Bob Kovar for the July Art in the Library Exhibit. Motion seconded by Fehlandt. Motion carried.

Reading Garden Update – plan to recruit more volunteers: No action taken.

Set Date and Time for Next Meeting: The next regular meeting will be held on Thursday, April 16, 2020 at 4 pm.

Adjourn: Murphy Blank adjourned the meeting by consent at 5:45 pm.

Respectfully Submitted by Cherie Sanderson on May 8, 2020