

Boulder Junction Public Library Board of Trustees
Minutes of the Regular Board Meeting
Thursday, May 14 – 2:30 pm

Call to Order: Murphy Blank called the meeting to order at 2:32 pm. The meeting was held virtually on the BlueJeans video and teleconference platform to protect our community from Covid-19.

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

Recognition of Visitors/Comments: Library Assistant/Children’s Services Assistant, Jessica Fritz, was 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 Fieweger. Motion carried.

Minutes Approval: Motion by Wolf to approve the March 12, 2020 regular meeting minutes and the March 18, 2020 and April 24, 2020 special meeting minutes. Motion seconded by Fieweger. Motion carried.

Treasurer’s Financial Report: Fehlandt presented the March and April monthly reports and the Year-to-Date financial report. End of April balance for the “5311” Checking Account is \$26,569.48 with \$4652.52 segregated for the Reading Garden. End of April balance in the “Non-Profit 1012” Checking Account is \$15,876.19. Total funds available to the board at the end of April are \$42,420.48. 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 \$380.41. Bills to be paid by the Town total \$739.89. Bills already paid by the Town total \$4320.78. Bills to be paid by the Friends total \$824.72. 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 were supposed to meet on Monday, May 11 but the meeting has been postponed. They could possibly meet in June in person (with social distancing) but have not set a date. The summer Used Book Sale is on hold until they know more.

Wish List Update: Copier and window blinds have been purchased. All other items are on hold.

Weeding Update: We have not finished weeding Adult Non-Fiction. We will continue when possible to have volunteers in the library.

Programming Updates: All programming is on hold. It is unknown when it will be safe and advisable to start programming again. There is the possibility of doing some virtual programs similar to Facebook Live videos. The Children's Summer Reading Program is probably not going to be possible.

Copier Update: The new copier is being delivered and installed on Tuesday, May 19 at 9:30 am. The IT person from Marco will train me on how to use the copier following safety guidelines.

Library Assistant Update: Jessica is doing fantastic despite not being able to attend in-person training. Jackee from NWLS gave her basic training online but she will need further training once Jackee can visit again. Now that both of us are in the office, I will be able to give her more training as well. She is now working her full hours.

Volunteer Appreciation Party Update: Our volunteer party was scheduled for May 26 and has been cancelled. We will have to see how the summer goes before we can reschedule a party in the fall.

Employee Handbook Update: The town will be presenting a revised handbook to the town crew. They have this on their May 18 special meeting agenda for board approval. We can wait for their final draft and put on next month's agenda.

Wisconsin Public Library System Redesign Project Update: Nothing new to report.

Upcoming Events and Programs:

- **First Wednesday at 7 pm – Books & Brews Book Club ONLINE**
- **Tuesday, May 26 – Town of Boulder Junction Regular Meeting at 6:30pm**
- **Thursday, June 11 - Library Board of Trustees Regular Meeting at 4pm**
- **Town of Boulder Junction Annual Meeting postponed until later this summer**

Discuss Board Member Term Expirations – Murphy Blank and Fieweger: Murphy Blank and Fieweger's terms will expire at the end of June. They are willing to serve another term. Re-appointments will be approved at the June 11, 2020 board meeting.

Discuss DPI Re-Opening Plan – Sanderson reported that the DPI is still working on the final draft of their reopening plan. Sanderson will share the final DPI Reopening Plan when it is received, and it will be discussed at the June 11, 2020 board meeting.

Discuss 2020 Operations Calendar – Modifications due to Covid-19: Per guidelines from DPI, Northern Waters and Vilas County Public Health Department, library programming will not resume until further notice and will be re-evaluated at each monthly board meeting.

Review and Possible Action on Pandemic Policy: Sanderson presented a DRAFT version of an Epidemic policy. Discussion ensued. Sanderson will revise the policy for the June 11, 2020 board meeting.

Reading Garden Update – approve purchase of mulch and new plants: No action taken.

Set Date and Time for Next Meeting: The next regular meeting will be held on Thursday, June 11, 2020 at 4 pm.

Adjourn: Murphy Blank adjourned the meeting by consent at 4:09 pm.

Respectfully Submitted by Cherie Sanderson on June 9, 2020