

Boulder Junction Public Library Board of Trustees
Minutes of the Regular Board Meeting
Thursday, December 10, 2020 – 4:00 pm

Call to Order: Murphy Blank called the meeting to order at 4:02 pm. The meeting was held virtually on the Zoom platform to protect our community from Covid-19.

Roll Call of Members: Members present were Sue Fehlandt, Sara Fieweger (arrived late due to work), 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: No visitors were present either in person or online.

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 Wolf. Motion carried.

Minutes Approval: Motion by Fehlandt to approve the November 12, 2020 regular meeting minutes. Motion seconded by Van Grinsven. 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 \$13,181.82 with \$4,461.58 segregated for the Reading Garden. End of November balance in the "Non-Profit 1012" Checking Account is \$16,376.19. Total funds available to the board at the end of November are \$29,540.06. Murphy Blank accepted the reports 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 \$75.00. Bills to be paid by the Town total \$664.03. Bills already paid by the Town total \$3840.24. Bills to be paid by the Friends total \$1,660.27. Motion by Van Grinsven to approve payment of the bills as presented and pay the credit card bill when it arrives. 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: I have not gotten a total from Bonnie Spear yet on how many donations the Friends received for the "no bake" Cookie Walk fundraiser. NWLS has already produced the patron database Excel file but it will need to be modified to do a mail merge and I will need to delete duplicates and patrons who have died. Next meeting is Monday, January 11 at 1:30 pm.

Children's Programming Updates: Jessica has been posting new books on Facebook when they arrive, including a description of the book. Our Holiday Book Walk was installed on November 27 with many thanks to Jessica, Steve and Deb Halverson, Ellen and my son, Zach. It was way more work that I had anticipated! We are also planning a Winter Book Walk at Winter Park sometime in January or February. Jessica is doing a Take & Make

Christmas Cookie Kit for December. Families can pick up a cookie mix, frosting, sprinkles, and cookie cutters to make cookies at home (the kids usually make Christmas cookies during the last after school reading program before Winter Break). We're hoping families take pictures of making cookies and finished product. Jessica used the school's email list to send out a Google Forms invite to participate as well as posting on Facebook.

Adult Programming Update: Online book club meetings have been going well and will continue into the new year. I am still researching other online program ideas to implement mid to late January such as Winter Wellness Series and UW Connects. I continue to share free virtual programs being offered by other libraries and colleges. Teresa Schmidt has agreed to do a "Cut the Cable/Ditch the Dish" program when we get closer to High-Speed Broadband Fiber to Premises being hooked up in town.

Director Vacation Days/Time Sheets: I have 11 days of PTO that are unused as of 12/5/20 so I will be taking the following days off: December 7, 16,18,21,22,23,30, and 31. Will also possibly take off December 28 and 29 but waiting to see about staffing and tasks that need to be done. Jessica and Ellen will be covering my vacation days. I will not be able to use up all of my PTO by the end of the year and we can discuss carry over at our January meeting. I have been turning in time sheets; however, since the pandemic started, they do not list my daily hours and only state "salary" and list Holiday or PTO days. I am waiting to get an answer from the town's auditor or accountant as to whether I am required to turn in time sheets and whether they need to have specific hours listed. As you remember, when I started working from home, we decided it would be impossible to list hours worked and this is still difficult since I work part of my time from home.

Wisconsin Public Library System Redesign Project Update: I forwarded an email with the most recent update on the project.

Upcoming Events and Programs:

- **Books & Brews Online Book Club – 1st Wednesdays at 7 pm on Zoom**
- **Boulder Junction Book Club – 2nd Wednesdays at 1:30 pm on Zoom**
- **Knitting Club on hold until library opens inside**
- **Mercer/Manitowish Waters Virtual Holiday Trivia Night – Tuesday, December 15 at 6 pm**
- **Town of Boulder Junction Regular Meeting – Tuesday, December 22 at 6:30 pm**
- **Monday, January 11 – possible library re-opening?**
- **Regular Library Board Meeting – Thursday, January 14, 2021 at 4 pm**

UNFINISHED BUSINESS (DISCUSSION AND POSSIBLE ACTION):

- a. **Discussion and Possible Action – Meetings, Programming, and Other In-Person Gatherings:** The Community Center still remains closed and town board will be re-evaluating at their next regular monthly meeting. No action taken.
- b. **Discussion and Possible Action – Library Reopening Plan: Hours and Library Staffing Re-evaluation:** No action taken.
- c. **Discussion and Possible Action - Bylaws Revisions:** No action taken. Will put on January agenda and give 10 days notice of changes.
- d. **Discussion and Possible Action – Reading Garden Update:** No update and no action taken.
- e. **Discussion and Possible Action – Art in the Library Update:** No update and no action taken.

f. **Discussion and Possible Action –2020 Operations Calendar Monthly Review:** No action taken.

NEW BUSINESS (DISCUSSION AND POSSIBLE ACTION):

a. **Discussion and Possible Action – Review Displays & Distribution of Material Policy; Fundraising & Solicitation Policy, Gift Policy, and Operation Policy:** No action taken. Will resend policies and put this on the January agenda.

b. **Discussion and Possible Action – Hours for December 31st:** Jessica will cover curbside service on December 31st from 10 am to noon.

c. **Discussion and Possible Action: 2021 Goals and Operations Calendar Discussion –** No action taken.

Set Date and Time for Next Meeting: The next regular meeting will be held on Thursday, January 14, 2021 at 4 pm via Zoom.

Adjourn: Motion by Van Grinsven to adjourn. Motion seconded by Wolf. Motion carried and meeting adjourned at 5:08 pm.

Respectfully Submitted by Cherie Sanderson on January 12, 2021