

Boulder Junction Public Library Board of Trustees
Minutes of the Regular Board Meeting
Thursday, January 14, 2021 – 4:00 pm

Call to Order: Murphy Blank called the meeting to order at 4:01 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 (arrived late due to travel). 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 Fehlandt to approve the agenda as presented with the Chair's discretion to move the order of items on the agenda. Motion seconded by Van Grinsven. Motion carried.

Minutes Approval: Motion by Fehlandt to approve the December 10, 2020 regular meeting minutes. Motion seconded by Van Grinsven. 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 \$14,638.17 with \$4,461.58 segregated for the Reading Garden. End of December balance in the "Non-Profit 1012" Checking Account is \$16,376.19. Total funds available to the board at the end of December are \$30,732.46. 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 \$274.38. Bills to be paid by the Town total \$503.40. Bills already paid by the Town total \$3813.51. Bills to be paid by the Friends total \$787.14. Motion by Fehlandt 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 held their Annual meeting on January 11 via Zoom with 6 in attendance. They plan to do a membership newsletter using the patron database in March or early April. They are considering raising "individual" dues from \$15 to \$25 but have not made a decision. The next meeting will be on Monday, March 8 at 1:30 pm location to be determined.

Children's Programming Updates: Our Holiday Book Walk was installed on November 27 and was taken down on January 3. I think it was a success, but I can't measure it without direct interaction. We are still planning a Winter Book Walk at Winter Park sometime in January or February but there are some logistics to work out. Jessica's Take & Make Christmas Cookie Kit for December was a hit. I am not sure of the exact number of kits picked up, but it was around 10-12. This month she is doing a "Hygge" take and make kit.

Adult Programming Update: Online book club meetings have been going well. I have made some contacts for the virtual Winter Wellness Series but don't have exact dates yet. 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.

Staff Performance Review: I will be scheduling Jessica's annual performance review for this month or early February latest.

Wisconsin Public Library System Redesign Project Update: Nothing new since last meeting.

Upcoming Events and Programs:

- **Books & Brews Online Book Club –2nd 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.**
- **Town of Boulder Junction Regular Meeting – Tuesday, January 26 at 6:30 pm**
- **Regular Library Board Meeting – Thursday, February 11, 2021 at 4 pm**

UNFINISHED BUSINESS (DISCUSSION AND POSSIBLE ACTION):

- 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.
- Discussion and Possible Action – Library Reopening Plan: Hours and Library Staffing Re-evaluation:** No action taken.
- Discussion and Possible Action - Bylaws Revisions:** Motion by Van Grinsven to approve the revised Bylaws with proper notice by adding the sentence "The treasurer is bonded under the Town of Boulder Junction Public Officials Bond." to Article III, Section 6, second sentence; and adding the sentence "In compliance with Wisconsin Open Meeting law, some or all board members and guests may attend via teleconferencing technology provided that their participation can be broadcast to all members and guests in attendance at the meeting." to Article IV Section 1; and adding the phrase "including instructions for participation via teleconference, and shall" to Article IV, Section 3, first sentence; and adding the phrase "or via teleconference." to Article IV, Section 6; and adding the word "electronically" to Article IX, Section 3, first sentence. Motion seconded by Fehlandt. Motion carried.
- Discussion and Possible Action – Review Displays & Distribution of Material Policy; Fundraising & Solicitation Policy, Gift Policy, and Operation Policy:** Motion by Van Grinsven to approve the revised Displays & Distribution of Materials Policy as presented. Motion seconded by Fehlandt. Motion carried. Motion by Fehlandt to approve the revised Fundraising & Solicitation Policy as presented. Motion seconded by Van Grinsven. Motion carried. Motion by Van Grinsven to approve the revised Gift Policy as presented. Motion seconded by Fehlandt. Motion carried. Motion by Fieweger to approve the revised Operation Policy as presented. Motion seconded by Wolf. Motion carried.
- Discussion and Possible Action – Reading Garden Update:** No action taken.
- Discussion and Possible Action – Art in the Library Update:** No action taken.

g. Discussion and Possible Action –2021 Operations Calendar Monthly Review: No action taken.

NEW BUSINESS (DISCUSSION AND POSSIBLE ACTION):

a. Discussion and Possible Action – Begin Director Performance Review Process: Van Grinsven and Murphy Blank will coordinate the process.

b. Discussion and Possible Action – Fine Free February: Not doing this year because we are already waiving fines due to Covid quarantine delays.

c. Discussion and Possible Action: 2021 Northern Waters Library Network Compliance Agreement: – Motion by Fehlandt to approve the 2021 Northern Waters Library Network Compliance Agreement. Motion seconded by Wolf. Motion carried.

d. Discussion and Possible Action: Library Director Longevity Pay: Sanderson explained the amount that was paid. No action taken.

Set Date and Time for Next Meeting: The next regular meeting will be held on Thursday, February 11, 2021.

Adjourn: Murphy Blank adjourned the meeting by consent at 5:46 pm.

Respectfully Submitted by Cherie Sanderson on February 8, 2021