

**Boulder Junction Public Library Board of Trustees**  
**Minutes of the Regular Board Meeting**  
**Thursday, February 11, 2021 – 4:00 pm**

**Call to Order:** Murphy Blank called the meeting to order at 4:00 pm. The meeting was held in the Boulder Lake Room in the Community Center as well as virtually on the Zoom platform to protect our community from Covid-19.

**Roll Call of Members:** Members present were Sue Fehlandt, Sara Fieweger (via Zoom/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:** Vilas County Board Member, Mike MacKenzie was present and introduced himself as our community's representative on the county board.

**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 January 14, 2021 regular meeting minutes. Motion seconded by Wolf. 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 \$16,000.24 with \$4,461.58 segregated for the Reading Garden. End of January balance in the "Non-Profit 1012" Checking Account is \$16,376.19. Total funds available to the board at the end of January are \$32,341.48. 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 \$320.10. Bills to be paid by the Town total \$8727.00. Bills already paid by the Town total \$3732.90. Bills to be paid by the Friends total \$109.98. Motion by Van Grinsven to approve payment of the bills as presented and to pay the Chase Card bill when it arrives. Motion seconded by Fehlandt. Motion carried. Van Grinsven also requested the Chase Card billing date be changed and Sanderson will make that change.

**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:** Nothing new to report. The next meeting will be on Monday, March 8 at 1:30 pm location to be determined.

**Children's Programming Updates:** Jessica continues to offer monthly Take & Make kits. Jessica, her husband Brandt, and I installed the Winter Book Walk at Boulder Junction Winter Park last weekend. When there is a warmer day I will go out and take some photos for publicity. The plan is to leave the Book Walk up until the

weather starts to warm up in mid-late March. Jessica is planning for an in-person, outside summer reading program using the Lions Pavilion for weekly programs. Masks and social distancing will be requested. There will also be a summer rec program this summer. We have not set the exact dates for the program but will probably start the third week of June and run for 8 weeks. Children/families who do not want to come in-person will still be able to complete reading logs.

**Adult Programming Update:** Online book club meetings continue to do well, with less attendance than in-person meetings but still meaningful discussion and happy participants. I have three virtual Winter Wellness programs planned. The first was this past Tuesday and went very well with 20 in attendance. I may add one more program in early March but waiting to see how the next two go to see if we continue to see participation. They will all be recorded and available on the library's YouTube page.

**Staff Performance Review:** I will be giving Jessica her review on Thursday, February 18 at 12:30 pm.

**Wisconsin Public Library System Redesign Project Update:** No new update.

**Upcoming Events and Programs:**

- **Boulder Junction Book Club – 2nd Wednesdays at 1:30 pm on Zoom**
- **Books & Brews Online Book Club –2<sup>nd</sup> Wednesdays at 7 pm on Zoom**
- **Knitting Club on hold until library opens inside?**
- **Winter Wellness “Identity Theft: Protect and Prevent” – Tuesday, February 16 at 2:30 pm on Zoom**
- **Winter Wellness “Mindfulness and Qi Gong” with Dottie Reeder – Tues., Feb. 23 at 2:30 pm on Zoom**
- **Town of Boulder Junction Regular Meeting – Tuesday, February 23 at 6:30 pm**
- **Regular Library Board Meeting – Thursday, March 11, 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 except for government or local service organization board meetings with 15 or less in attendance. The town board will be re-evaluating any further opening at their next 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 – Reading Garden Update:** No action taken.
- d. **Discussion and Possible Action – Art in the Library Update:** Motion by Fehlandt to approve Sue Klein for the next Art in the Library exhibit. Motion seconded by Van Grinsven. Motion carried.
- e. **Discussion and Possible Action –2021 Operations Calendar Monthly Review:** No action taken.

**NEW BUSINESS (DISCUSSION AND POSSIBLE ACTION):**

**a. Discussion and Possible Action – Approve 2020 DPI Annual Report:** Sanderson presented the 2020 DPI Annual Report which had been proofed by NWLS. Motion by Fehlandt to submit the report to DPI. Motion seconded by Wolf. Motion carried.

**b. Discussion and Possible Action – Review Computer & Internet and Credit Card Policies:** Motion by Van Grinsven to approve the Computer & Internet Policy with recommended revisions. Motion seconded by Fehlandt. Motion carried. Motion by Van Grinsven to approve the Credit Card Policy with recommended revisions. Motion seconded by Fehlandt. Motion carried.

**c. Discussion and Possible Action – Potential Board Member Vacancy:** Maggie Wolf will be moving and would like to leave the board as soon as we can find a replacement for her. Motion by Van Grinsven to give Sanderson authority to publicize the vacancy and begin the process of finding a replacement. Motion seconded by Murphy Blank. Motion carried.

**Closed Session: Discuss Library Director performance evaluation and compensation.** (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 Fehlandt to enter into closed session to discuss Library Director performance evaluation and compensation. Motion seconded by Van Grinsven. Roll call vote: Susan Fehlandt, aye; Sara Fieweger, aye; Ellen Murphy Blank, aye; Mary Van Grinsven, aye; and Maggie Wolf, aye. Motion carried. The board entered into closed session at 5:35 pm.

**Open Session: Action pertaining to Library Director performance evaluation and compensation.** Motion by Van Grinsven to end closed session and reconvene in open session. Motion seconded by Fehlandt. Roll call vote: Susan Fehlandt, aye; Sara Fieweger, aye; Ellen Murphy Blank, aye; Mary Van Grinsven, aye; and Maggie Wolf, aye. Motion carried. The board reconvened into open session at 5:58 pm. No action taken.

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

**Adjourn:** Motion by Van Grinsven to adjourn the meeting. Motion seconded by Murphy Blank. Motion carried and meeting adjourned at 6:05 pm.

***Respectfully Submitted by Cherie Sanderson on March 9, 2021***