

Boulder Junction Public Library Board of Trustees
Minutes of the Regular Board Meeting
Thursday, April 15, 2021 – 4:30 pm

Call to Order: Murphy Blank called the meeting to order at 4:30 pm. The meeting was held in the library as well as virtually on the Zoom platform to protect our community from Covid-19.

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

Recognition of Visitors/Comments: None.

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 Wolf. Motion carried.

Minutes Approval: Motion by Van Grinsven to approve March 11, 2021 regular meeting minutes with one correction. Motion seconded by Fehlandt. Motion carried.

Treasurer's Financial Report: Fehlandt presented the March monthly report and the Year-to-Date financial report. End of March balance for the "5311" Checking Account is \$35,643.78 with \$4,461.58 segregated for the Reading Garden. End of March balance in the "Non-Profit 1012" Checking Account is \$16,376.19. Total funds available to the board at the end of March are \$51,008.47. 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 \$780.87. Bills to be paid by the Town total \$866.67. Bills already paid by the Town total \$7,180.64. Bills to be paid by the Friends total \$5,175.55. 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: Ellen, Jessica and I are getting the patron database cleaned up before printing mailing labels for the Friends membership newsletter mailing. Hoping to get the mailing out next week latest. Their next meeting is May 10, 2021 – time and location to be determined.

Children's Programming Updates: Jessica will be doing another Take & Make kit this month. The Winter Book Walk was switched out with a Spring Book Walk at Winter Park which began on April 10. It will stay up for at least 1 month. Jessica has scheduled the Summer Reading Program and is working on publicity and logistics.

Adult Programming Update: Both book clubs met online in March with about the same level of attendance as previous months. Afternoon book club is not meeting in April due to travel schedules. We are hoping the book

clubs can meet in person in May – either in the library, the pavilion or off site. I am beginning to schedule summer programs with the plan to hold outside under the pavilion if inside programs are still not allowed. We will also have 2 outdoor movies this summer with dates to be determined by the committee very soon. I have ordered a portable sound system to use for outdoor programs (except the movies which will come with all the equipment that rotates among libraries). I will be looking at our old digital projector to see if it works to use under the pavilion as well. The fish tank is being removed and Jacob will store both the tank and stand at his home in case we want to bring it back some day.

NWLS/NWLN Updates: We found out the Covid self-test site project has been canceled. Our new “PIKA” catalog will go live on Tuesday, April 20. Old links will redirect to the new catalog for a period of time, but I plan to change all links on our website. We are researching some new digital services like Newsbank, Kanopy, Hoopla and Creative Bug. We cannot afford all of them, so we’re looking at which one has the most interest among the libraries and which will be used the most by patrons.

Weeding and Inventory Updates: Jessica continues to work on weeding projects. Most will be done before inventory. We have the inventory equipment through April 30, but I plan to get most of it done on Monday, April 19 and Tuesday, April 20. Hopefully, the equipment cooperates, and we can finish in 2 days.

Upcoming Events and Programs:

- **Boulder Junction Book Club – 2nd Wednesdays at 1:30 pm on Zoom**
- **Books & Brews Online Book Club – 2nd Wednesdays at 7 pm on Zoom**
- **Knitting Club – first and ?? Thursday 10 am to Noon in library**
- **Closed for Inventory – Monday, April 19**
- **Annual Meeting of the Electors – Tuesday, April 20 at 6:00 pm**
- **Town of Boulder Junction Regular Meeting – Tuesday, April 27 at 6:30 pm**
- **Regular Library Board Meeting – Thursday, May 13 at 4:30 pm**

UNFINISHED BUSINESS (DISCUSSION AND POSSIBLE ACTION):

- a. **Discussion and Possible Action – Meetings, Programming, and Other In-Person Gatherings:** The Community Center remains closed except for government or local service organization board meetings with 50 or less in attendance. The town board will be re-evaluating any further opening at their next monthly meeting. Sanderson is going to ask the town board to consider allowing the library use of the meeting rooms for library programs with capacity limits and mask usage.
- b. **Discussion and Possible Action – Library Reopening Plan: Hours and Library Staffing Re-evaluation:** More hours are being added the week of May 17 and after Memorial Day. No action taken.
- c. **Discussion and Possible Action – Accept Application to Fill Board Vacancy:** Motion by Fehlandt to accept Mary Zahn’s application and recommend the town board appoint her to fill the remainder of Maggie Wolf’s term. Motion seconded by Van Grinsven. Motion carried.
- d. **Discussion and Possible Action – Annual Report to the Town of Boulder Junction:** Motion by Fehlandt to approve and submit the 2020 Annual Report to the town as presented by Sanderson. Motion seconded by Wolf. Motion carried.

- c. **Discussion and Possible Action – Reading Garden Update:** No action taken.
- d. **Discussion and Possible Action – Art in the Library Update:** Sanderson will explore a Fiber Art exhibit for June. No action taken.
- e. **Discussion and Possible Action –2021 Operations Calendar Monthly Review:** April items reviewed. No action taken.

NEW BUSINESS (DISCUSSION AND POSSIBLE ACTION):

- a. **Discussion and Possible Action – 2021 Mileage Reimbursement Rate:** Motion by Van Grinsven to approve the 2021 IRS recommended mileage reimbursement rate of \$.56 per mile. Motion seconded by Wolf. Motion carried.
- b. **Discussion and Possible Action – Trustee Term Expirations:** Van Grinsven’s term expires June 30, 2021. Motion by Fehlandt to ask the town to reappoint Mary Van Grinsven for another term. Motion seconded by Murphy Blank. Motion carried.
- c. **Discussion and Possible Action – Review Mission Statement, Services Policy and Appendices F (Library Services for People with Disabilities) and G (Copyright Restrictions):** Motion by Fehlandt to approve the changes to the Services Policy as presented. Motion seconded by Wolf. Motion carried. Appendices F and G have no changes, so no action taken. The Mission Statement will be reviewed when we update our Strategic Plan, so no action taken.

Set Date and Time for Next Meeting: The next regular meeting will be held on Thursday, May 13, 2021 at 4:30 pm.

Adjourn: Murphy Blank adjourned the meeting by consent at 6:01 pm.

Respectfully Submitted by Cherie Sanderson on May 11, 2021