

Boulder Junction Public Library Board of Trustees
Minutes of the Regular Board Meeting
Thursday, March 11, 2021 – 4:45 pm

Call to Order: Murphy Blank called the meeting to order at 4:45 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, 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: Luella Doss, President of the Friends of the Library, was present.

Agenda Approval: Motion by Wolf to approve the agenda as presented with the Chair's discretion to move the order of items on the agenda. Motion seconded by Fehlandt. Motion carried.

Minutes Approval: Motion by Van Grinsven to approve the February 11, 2021 regular meeting minutes. Motion seconded by Wolf. Motion carried.

Treasurer's Financial Report: Fehlandt presented the February monthly report and the Year-to-Date financial report. End of February balance for the "5311" Checking Account is \$15,147.86 with \$4,461.58 segregated for the Reading Garden. End of February balance in the "Non-Profit 1012" Checking Account is \$16,376.19. Total funds available to the board at the end of February are \$31,474.05. 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 \$436.74. Bills to be paid by the Town total \$780.14. Bills already paid by the Town total \$3,882.35. Bills to be paid by the Friends total \$1,443.60. Motion by Van Grinsven to approve payment of the bills as presented. Motion seconded by Fehlandt. 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 met on Monday, March 8 at 3 pm with a hybrid meeting of in-person in the library and on Zoom. The newsletter is being drafted with plans to mail out end of March or early April. All 2021 fundraisers will be looked at but not decided yet other than the Used Book Sale. Next meeting is May 10, 2021.

Children's Programming Updates: Jessica continues to offer monthly Take & Make kits. For March, we are partnering with the Lions Club and their Cottontail Curbside event. Jessica is doing an Easter Take & Make and using our Take & Make Google registration form for the Cottontail Curbside registration form as well. Jessica will have Sarah Poisson (and possibly me depending on the number of kits requested) help her assemble the Take & Make kits next week. The Winter Book Walk is still up at Winter Park and we will not be removing it until

conditions are good for either walking the trail or driving the trail. Jessica is busy scheduling the Summer Reading Program.

Adult Programming Update: Online book club meetings continue to do well although the evening Books & Brews Book Club has seen a decline in attendance and will probably not build back up until we can meet in person. The virtual Winter Wellness programs were a success (except for the Zoom bombers), but I decided that three was enough. In addition to the live participation, we have gotten 23 additional views of the programs on YouTube. I am beginning to schedule summer programs with the plan to hold outside under the pavilion if inside programs are still not allowed.

NWLS/NWLN Updates: Tony is putting in a spring computer order. We technically have 5 public computers (1 child and 4 adult) due for replacement because they still run Windows 7. Though I am thinking of only replacing 4 computers (3 adult and 1 child) and only have 4 adult computers available to the public since the demand has gone down considerably. We are currently waiting to see if/when we will become a Covid self-test site. Our “Merlin” online catalog is being revamped to a “PIKA” software system that is more user friendly and more attractive. Plans to roll out the live site in April after testing and tweaking. The new NWLN name and logo will roll out with PIKA catalog launch.

CARES Act Funding: NWLS and WVLS applied for CARES grant funds for all libraries for computers/technology. Use of the funds is somewhat limited since we do not filter on our computers. We have \$1509.49 available and can use the funds to reimburse for our Zoom subscription. I have an idea for another item that is qualified – a “Meeting OWL” for hybrid meeting set ups.

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**
- **Town of Boulder Junction Regular Meeting – Tuesday, March 23 at 6:30 pm**
- **Lions/Library Cottontail Curbside – Saturday, March 27 from 10-11 am**
- **Election – Tuesday, April 6 from 7 am to 8 pm**
- **Regular Library Board Meeting – Thursday, April 8 or 15? 2021 at 4 pm?**
- **Inventory – sometime between April 15-30**
- **Annual Meeting of the Electors – Tuesday, April 20 at 6:00 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. No action taken.
- b. **Discussion and Possible Action – Library Reopening Plan: Hours and Library Staffing Re-evaluation:** Sanderson will be adding more open hours as volunteers become available. No action taken.
- c. **Discussion and Possible Action – Board Member Vacancy:** Vacancy is still posted, and applications are still being accepted. No action taken.
- c. **Discussion and Possible Action – Reading Garden Update:** No action taken.

- d. **Discussion and Possible Action – Art in the Library Update:** No action taken.
- e. **Discussion and Possible Action –2021 Operations Calendar Monthly Review:** March items reviewed. No action taken.

NEW BUSINESS (DISCUSSION AND POSSIBLE ACTION):

a. Discussion and Possible Action – Employee Annual Wage Increases: Motion by Wolf to raise Jessica Fritz’s hourly wage to \$13.90 and Cherie Sanderson’s annual salary to \$38,512.00 as per budgeted. Motion seconded by Fehlandt. Motion carried. Motion by Van Grinsven to have wage increases retroactive to January 1, 2021. Motion seconded by Murphy Blank. Motion carried.

b. Discussion and Possible Action – Computer Replacements: As discussed during Director’s Report, 5 of our public computers are due for replacement because they still run Windows 7. Motion by Murphy Blank to replace 4 of the public computers – 3 adult and 1 child – and reduce the number of public computers from 7 to 6. Motion seconded by Wolf. Motion carried.

c. Discussion and Possible Action – 2021 Northern Waters Library System Collection Development Grant Agreement: Motion by Van Grinsven to sign and accept the 2021 NWLS Collection Development Grant in the amount of \$1,140.07. Motion seconded by Fehlandt. Motion carried.

d. Discussion and Possible Action – Annual Report to the Town of Boulder Junction: Sanderson will bring a draft report to the next meeting.

e. Discussion and Possible Action – National Volunteer Week Gifts and/or Plans: Sanderson will create a poster for in the library and a thank you email.

f. Discussion and Possible Action – Library Spring Cleaning and Library Inventory Plans: Sanderson will ask Dennis Reuss about duct cleaning. Sanderson will be scheduling inventory between April 15-30. No action taken.

Set Date and Time for Next Meeting: The next regular meeting will be held on Thursday, April 15, 2021 at 4:45 pm.

Adjourn: Motion by Van Grinsven to adjourn the meeting. Motion seconded by Fehlandt. Motion carried and meeting adjourned at 6:29 pm.

Respectfully Submitted by Cherie Sanderson on April 8, 2021