

Boulder Junction Public Library Board of Trustees
Minutes of the Regular Board Meeting
Thursday, May 13, 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, Mary Van Grinsven and Mary Zahn. Sara Fieweger joined midway into the meeting via Zoom. Library Director, Cherie Sanderson, was also present and kept the minutes of the meeting. The board welcomed new member, Mary Zahn, to her first 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 Van Grinsven. Motion carried.

Minutes Approval: Motion by Fehlandt to approve April 15, 2021 regular meeting minutes. Motion seconded by Van Grinsven. Motion carried.

Treasurer's Financial Report: Fehlandt presented the April monthly report and the Year-to-Date financial report. End of April balance for the "5311" Checking Account is \$29,749.74 with \$4,461.58 segregated for the Reading Garden. End of April balance in the "Non-Profit 1012" Checking Account is \$16,376.19. Total funds available to the board at the end of April are \$46,107.75. 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 \$959.51. Bills to be paid by the Town total \$918.84. Bills already paid by the Town total \$4,451.37. Bills to be paid by the Friends total \$1,217.65. 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: We are still working on the patron database before putting the labels on the Friends newsletter mailing. All other parts have been assembled. The Friends met on May 10 and discussed the possibilities of the Wine Tasting being held and announced they are receiving a gift of stock.

Children's Programming Updates: Jessica made another Take & Make kit this month. The Spring Book Walk is up at Winter Park until the end of the month. We will then create new one for the town park and ballfield. Jessica has scheduled the Summer Reading Program and we have begun publicizing.

Adult Programming Update: Both book clubs will start meeting in-person, either in the Boulder Lake room, outside in the garden or pavilion or off-site. Mah Jongg and Knitting Club are also starting to meet in person in

the Boulder Lake Room. I have at least 3 summer programs scheduled – right now for outdoors unless that guidance changes. We will also have 2 outdoor movies this summer with dates to be determined as soon as we resolve a delivery issue.

NWLS/NWLN Updates: Our new catalog went live on Tuesday, April 20. I still have some old links on our website that need to be fixed under New Releases and Book Club choices. Old links will redirect to the new catalog for a period of time. We are still researching new digital services like Newsbank, Kanopy, Hoopla and Creative Bug. We have discussed with NWLN members, but no decisions have been made yet. We are waiting to see if WPLC keeps Overdrive magazines and how much extra it will cost the consortium.

Inventory and Volunteer Handbook Updates: Inventory went very well, and we only have a small list of items that are missing. We will continue looking on the shelves for them and then NWLS will mark them all as Missing if we don't find them. We are also continuing to inventory our physical items such as furniture, equipment, displays, etc. With Ellen's help, I am updating the Volunteer Handbook now that we have volunteers coming back that may be a little bit rusty, and we have procedures that have changed.

Upcoming Events and Programs:

- **Boulder Junction Book Club – 2nd Wednesdays at 1:30 pm**
- **Books & Brews Online Book Club –2nd Wednesdays at 7 pm at Aqualand**
- **Mah Jongg – every Monday 1-4 pm in the Boulder Lake Room starting June 7**
- **Knitting Club – first and third Wednesday 10 am to Noon in the Boulder Lake Room**
- **Saturday, May 15 – Closed due to White Deer Duathlon**
- **Town of Boulder Junction Regular Meeting – Tuesday, May 25 at 6:30 pm**
- **Monday, May 31 – Closed for Memorial Day observance**
- **Regular Library Board Meeting – Tuesday, June 8 at 4:00 pm**
- **Thursday, June 10 – Monday, June 14 – Cherie on vacation**
- **Thursday, June 17 – History Program with Jim Bokern at 7 pm**
- **June 23 – August 4 – Children's Summer Reading Program Wednesdays 10:30-11:30 am**
- **June 26 – July 4 – Cherie on vacation (July 5 paid holiday??)**

UNFINISHED BUSINESS (DISCUSSION AND POSSIBLE ACTION):

- a. **Discussion and Possible Action – Meetings, Programming, and Other In-Person Gatherings:** The Town Board is allowing the library to use the meeting rooms for library programming as long as masks are worn, and capacity does not exceed 50 people. 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:** Fehlandt has found some new garden helpers. No action taken.
- d. **Discussion and Possible Action – Art in the Library Update:** Fiber artists will be on display in June. Bob Kovar will be on display in July. No action taken.
- e. **Discussion and Possible Action –2021 Operations Calendar Monthly Review:** May items reviewed. No action taken.

NEW BUSINESS (DISCUSSION AND POSSIBLE ACTION):

c. Discussion and Possible Action – Review Volunteer and Confidentiality Policies and

Appendices D: Motion by Van Grinsven to approve the changes to the Volunteer Policy with additional revisions as discussed. Motion seconded by Fehlandt. Motion carried. Motion by Van Grinsven to approve the revised Confidentiality Policy as presented. Motion seconded by Fehlandt. Motion carried. Appendix D has no changes, so no action taken.

Set Date and Time for Next Meeting: The next regular meeting will be held on Tuesday, June 8, 2021 at 4:00 pm.

Adjourn: Murphy Blank adjourned the meeting by consent at 6:02 pm.

Respectfully Submitted by Cherie Sanderson on June 4, 2021