

**Boulder Junction Public Library Board of Trustees**  
**Minutes of the Regular Board Meeting**  
**July 8, 2021 – 3:00 pm**

**Call to Order:** Murphy Blank called the meeting to order at 3:02 pm. The meeting was held in the Nordlof Conference Room.

**Roll Call of Members:** Members present were Sue Fehlandt, Sara Fieweger, Ellen Murphy Blank, and Mary Van Grinsven. Mary Zahn 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 Fieweger. Motion carried.

**Election of Officers:** No nominations from the floor. Motion by Fehlandt to accept the slate as presented with Ellen Murphy Blank, President; Mary Van Grinsven, Vice-President; Susan Fehlandt, Treasurer; Sara Fieweger, Secretary; and Mary Zahn, Member-at-Large. Motion seconded by Van Grinsven. Motion carried.

**Minutes Approval:** Motion by Fieweger to approve June 8, 2021 regular meeting minutes. Motion seconded by Fehlandt. Motion carried.

**Treasurer's Financial Report:** Fehlandt presented the June monthly report and the Year-to-Date financial report. End of June balance for the "5311" Checking Account is \$26,023.87 with \$4,461.58 segregated for the Reading Garden. End of June balance in the "Non-Profit 1012" Checking Account is \$16,376.19. Total funds available to the board at the end of June are \$42,400.06. 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 \$579.14. Bills to be paid by the Town total \$0. Bills already paid by the Town total \$6,609.91. Bills to be paid by the Friends total \$2,440.80. 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 are receiving a lot of new memberships/donations from their mailing! The next meeting of the Friends of the Library is on Monday, July 12 at 1:30 pm. The future fundraisers will be one topic of discussion. The Used Book Sale is breaking sales records every week!

**Children's Programming Updates:** The first outdoor movie night had to be cancelled due to unknown rain/storm chance. Our 2<sup>nd</sup> movie night will be held on July 29. Children's Reading Program is seeing great attendance numbers and many power readers! Jessica and I plan to install the ballpark book walk next week.

**Adult Programming Update:** Books clubs, Knitting and Mah Jongg have been meeting and with good attendance. Our first adult program with Jim Bokern under the pavilion went very well. Abe Lincoln will be under pavilion unless weather is nasty. Book talks/author visits will be in Boulder Lake Room – expecting less than 25 to attend these types of events. John Bates will be in 2 of the rooms opened up and chairs spread out. I have not added any new programs at this point but may do so before the end of fall.

**NWLS/NWLN Updates:** NWLS/NWLN may be hiring a central cataloguer to help with cataloging. Still needs NWLS and Superior Library board approvals. May not change Jessica's workload. NWLN is planning a big marketing campaign for September Library Card sign up month. I ordered new, bright, colorful NWLN library cards for new patrons – option for patrons to replace old cards?

**Volunteer Handbook Update:** DONE! But I'm sure there will be future updates as we change procedures so frequently.

**Potential Reading Machine Donation from Lions Club:** I do not have the exact measurements or info from the Lions. From my research, I think the machine will take up as much room as a computer station with a viewing platform sitting on the table and a monitor. I think it could fit at one of our empty computer stations.

**Upcoming Events and Programs:**

- **Boulder Junction Book Club – 2nd Wednesdays at 1:30 pm**
- **Books & Brews Online Book Club –1<sup>st</sup> or 2<sup>nd</sup> Wednesdays at 7 pm at Aqualand/private residence**
- **Mah Jongg – every Monday 1-4 pm in the Boulder Lake Room**
- **Knitting Club – first and third Wednesday 10 am to Noon in the Nordlof Conference Room**
- **June 23 – August 4 – Children's Summer Reading Program Wednesdays 10:30-11:30 am**
- **Thursday, July 8 at 4 pm - Regular Library Board Meeting**
- **Wednesday, July 14 at 3:30 pm – Abe Lincoln program**
- **Thursday, July 15 at 7 pm – Author Connie Berry book talk**
- **Tuesday, July 20 at 7 pm – Author Geoffrey Carter**
- **Thursday, July 22 at 7 pm – John Bates**
- **Tuesday, July 27 at 6:30 pm - Town of Boulder Junction Regular Meeting**
- **Thursday, July 29 at 8:15 pm – Outdoor Movie Night**
- **Thursday, August 5 at 7 pm – Author Rand Atkinson**

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

- a. **Discussion and Possible Action – Meetings, Programming, and Other In-Person Gatherings:** No action taken.
- b. **Discussion and Possible Action – Library Reopening Plan: Hours and Library Staffing Re-evaluation:** No action taken. Sanderson will need to post a "Volunteers Needed" sign.

- c. Discussion and Possible Action – Review Appendix D (Confidentiality of Library Records) and Privacy Policy:** Motion by Fehlandt to approve Appendix D Confidentiality of Library Records as presented. Motion seconded by Van Grinsven. Motion carried. Motion by Fieweger to approve the Privacy Policy with revisions as discussed. Motion seconded by Van Grinsven. Motion carried.
- d. Discussion and Possible Action – Library Behavior During an Epidemic Policy relating to staff mask usage:** Motion by Fehlandt to amend the Library Behavior During an Epidemic Policy effective July 8, 2021 as follows: Vaccinated staff and volunteers are not required to wear masks. Motion seconded by Fieweger. Motion carried.
- c. Discussion and Possible Action – Reading Garden Update:** Motion by Van Grinsven to contract with Cindie Beckerleg and Ken Middleton to work on garden restoration and maintenance at a cost not to exceed \$1500. Motion seconded by Fieweger. Motion carried.
- d. Discussion and Possible Action – Art in the Library Update:** Bob Kovar will be displaying during the month of August instead of July. No action taken.
- e. Discussion and Possible Action –2021 Operations Calendar Monthly Review:** No action taken.

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

- a. Discussion and Possible Action – Discuss Fine Policy and Going Fine Free:** No action taken. Sanderson will put on the August board meeting agenda.

**Set Date and Time for Next Meeting:** The next regular meeting will be held on Thursday, August 19 at 4 pm both in person and on Zoom.

**Adjourn:** Murphy Blank adjourned the meeting by consent at 4:37 pm.

***Respectfully Submitted by Cherie Sanderson on July 21, 2021***