

Boulder Junction Public Library Board of Trustees
Minutes of the Regular Board Meeting
February 9, 2023 – 4 pm

Call to Order: Murphy Blank called the meeting to order at 4:01 pm.

Roll Call of Members: Members present were Sara Fieweger, Nancy Harvey, Ellen Murphy Blank, Laura Sass, and Mary Van Grinsven. Library Director, Cherie Sanderson, was also present and kept the minutes of the meeting.

Recognition of Visitors/Comments: None

Agenda Approval: Motion by Van Grinsven 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.

Minutes Approval: Motion by Sass to approve the January 12, 2023 regular meeting minutes. Motion seconded by Van Grinsven. Motion carried.

Treasurer's Financial Report: Harvey presented the January monthly report and the Year-to-Date financial report. End of January balance for the "5311" Checking Account is \$50,974.04 with \$3,371.94 segregated for the Reading Garden. End of January balance in the "Non-Profit 1012" Checking Account is \$17,126.19. Total funds available to the board at the end of January are \$68,102.23. 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 \$282.29. Bills to be paid by the Town total \$9,802.94. Bills already paid by the Town total \$6,088.71. Bills to be paid by the Friends total \$1,513.97. Motion by Sass to approve payment of the bills as presented with the Whitfield and Lanz-Sage art class bills to be paid up to the amount designated (but possibly less) and the Marco bill to be paid when it arrives. Motion seconded by Van Grinsven. 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 next meeting of the Friends of the Library will be held on Wednesday, March 8 at 8:30 am in the library reading room.

Children's Programming Updates: No plans for a future book walk due to winter conditions. Spring book walk at the ballpark/playground is being planned. Will be talking to Lauren about a spring/Easter take and make craft. Need to start the planning/scheduling process for Summer Reading Program but first need to reach out to some of the teachers to see if they would be interested in the position.

Adult Programming Update: Books Clubs, Knitting, and Northern Waters Genealogy continue to meet. Mah Jongg is on hiatus until spring unless patrons express interest again. We've held three movie matinees in January

with low to moderate attendance. We plan to change the time to 5 pm for February 21 and 28 to see if more can attend after work. Art classes are scheduled – see upcoming events list below. Beaded Jewelry filled up fast and there is a waiting list so they may offer another class. Photography class has to be delayed until late spring/early summer due to a death in the family.

Town of Boulder Junction Monthly Updates: Starting this year, I have asked to be on the town board monthly meeting agendas for a brief library update. In January I submitted a report similar to this one and then just gave a brief oral review of the report.

NWLS/NWLN Updates: NWLN/NWLS sub committees continue to meet. Marketing Committee is planning a summer Passport program. Digital Services Committee chose other databases to recommend to the NWLS Board of Trustees (which we talked about last month). Those subscriptions have been approved and will be starting soon.

Upcoming Events and Programs:

- Boulder Junction Book Club – 2nd Wednesdays at 1:30 pm
- Books & Brews Book Club – 1st Wednesday at 7 pm at Aqualand (sometimes other dates/locations - call for details)
- Northern Waters Genealogical Society - 1st Tuesday of the month at 2 pm (evenings in the summer)
- Boulder Junction Music Collective – 2nd Tuesday of the month 4-6pm
- Knitting Club – first and third Wednesday from 10 am to Noon in the Nordlof Conference Room
- Saturday, February 11 – Beaded Jewelry Workshop from 10:30am to noon
- Tuesdays February 21 and 28 - Movie Matinees at 5 pm
- Tuesday, February 28 – Mindful Mandalas Class from 10:30am-12:30pm
- Thursday, March 2 – Intuitive Painting Class from 1-4pm
- Thursday, March 2 – Town of Boulder Junction regular monthly meeting at 6:30 pm
- Tuesday, March 7 – Camp Information Night sponsored by the library from 6-7pm
- Thursday, March 9 – Library Board of Trustees Meeting at 4 pm
- March 14-22 – Cherie on vacation out of country

UNFINISHED BUSINESS (DISCUSSION AND POSSIBLE ACTION):

- a. **Discussion and Possible Action – Reading Garden Update** – No new update. No action taken.
- b. **Discussion and Possible Action – Art in the Library Update:** No new update. No action taken.
- c. **Discussion and Possible Action – 2023 Operations Calendar Monthly Review:** Current items were reviewed. No action taken.
- d. **Discussion and Possible Action – By-Laws Revision:** All board members should review the by-laws so they can be discussed and amended at the next monthly meeting.

NEW BUSINESS (DISCUSSION AND POSSIBLE ACTION):

- a. **Discussion and Possible Action – NWLN 2023 Compliance Agreement:** Motion by Sass to approve and sign the NWLN 2023 Compliance Agreement. Motion seconded by Fieweger. Motion carried.

- b. **Discussion and Possible Action – DPI Annual Report Approval:** Motion by Sass to approve the 2022 DPI Annual Report prepared by Sanderson and reviewed by NWLS with the Benefits amount to be added when the Town Clerk provides the amount. Motion seconded by Fieweger. Motion carried.
- c. **Discussion and Possible Action – 2023 IRS Mileage Reimbursement:** Sanderson notified the board of the IRS's 2023 standard mileage reimbursement rate of \$.655. No action needed.
- d. **Discussion and Possible Action – Request to Town to Use Copy/Fine Income for NWLS Invoice:** Per the discussion at budget time, Sanderson has requested the town pay \$1475.17 of the NWLS annual bill from the library's copies/fines fund. No action needed.
- e. **Discussion and Possible Action – Revision of Library Policies Policy:** Motion by Harvey to approve the Revision of Library Policies Policy as is with no new changes. Motion seconded by Murphy Blank. Motion carried.
- f. **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 Van Grinsven to convene into closed session. Motion seconded by Harvey. Roll call vote: Murphy Blank, aye; Van Grinsven, aye; Harvey, aye; Fieweger, aye; and Sass, aye. Motion carried. Board entered into closed session at 5:25 pm.
- g. **Open Session: Action pertaining to Library Director performance evaluation and compensation, if any.** Motion by Van Grinsven to reconvene into open session at 6:17 pm. Motion seconded by Harvey. Roll call vote: Murphy Blank, aye; Van Grinsven, aye; Harvey, aye; Fieweger, aye; and Sass, aye. Motion carried. Motion by Fieweger to increase Sanderson's annual salary to \$43,600 as budgeted and retroactive to 1/1/23. Motion seconded by Sass. Motion carried.

Set Date and Time for Next Meeting: The next regular meeting will be held on Thursday, March 9 at 4 pm.

Adjourn: Murphy Blank adjourned the meeting by consent at 6:18 pm.

Respectfully Submitted by Cherie Sanderson on February 23, 2023