

Boulder Junction Public Library Board of Trustees
Minutes of the Regular Board Meeting
April 13, 2023 – 4 pm

Call to Order: Murphy Blank called the meeting to order at 4:04 pm.

Roll Call of Members: Members present were Nancy Harvey (via Zoom), Ellen Murphy Blank, Laura Sass, and Mary Van Grinsven. 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 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 Harvey. Motion carried.

Minutes Approval: Motion by Sass to approve the March 9, 2023 regular meeting minutes. Motion seconded by Harvey. Motion carried.

Treasurer's Financial Report: Harvey presented the February and March monthly reports and the Year-to-Date financial report. End of March balance for the "5311" Checking Account is \$48,185.66 with \$3,371.94 segregated for the Reading Garden. End of March balance in the "Non-Profit 1012" Checking Account is \$17,1176.19. Total funds available to the board at the end of March are \$68,056.86. Murphy Blank accepted the reports to be placed on file for audit. Harvey will be researching CDs or Money Market accounts to earn interest on our savings and bring a report to the next meeting.

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 \$492.46. Bills to be paid by the Town total \$0. Bills already paid by the Town total \$8,313.24. Bills to be paid by the Friends total \$2,074.45. Motion by Van Grinsven to approve payment of the bills as presented with the Marco bill to be paid when it arrives. Motion seconded by Sass. 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 annual Friends newsletter/dues reminder is still in the work. We are technically behind schedule but should have it out end of April/beginning of May. The next meeting of the Friends is Wednesday, May 10 at 8:30 am.

Children's Programming Updates: Spring book walk at the ballpark/playground is still being planned but no dates have been set yet due to lingering snow conditions. Also waiting to see when playground construction will be taking place and if we can have access to do a book walk during the process. Lauren made spring take and make craft kits. We were supposed to have two crafts at the Bunny Breakfast, but Lauren was snow-bound and

couldn't get to the event. I have two really good candidates for the Summer Reading Program Assistant and will be making a decision on which to hire by the end of this week or early next week.

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. I was supposed to be scheduling more classes for April but only one artist has fit me in her schedule. I may hold off and not offer any other classes until May when more folks are around. Northwoods Book Festival is being planned again this summer. Music Collective and Tabletop Board Game Nights are getting bigger attendance! During Library Week, we will be kicking off the NWLN Summer Passport program. And the first week of May we will be kicking off "Check Out Wisconsin State Parks at Your Library" program.

Volunteer Manual Update: Sue helped me update the Volunteer Manual while I was on vacation. I still need to give it one more proof before I let volunteers see the revisions. My plan is to incorporate the new manual updates into our volunteer meeting/training later in May.

NWLS/NWLN Updates: NWLN/NWLS sub committees continue to meet. The Marketing Committee is rolling out the Passport program during Library Week in April and it will run all summer. The Outdoor Movie committee has also been meeting to plan for summer.

Upcoming Events and Programs:

- April Art in the Library features students from North Lakeland School
- May Art in the Library will be Sarah Thompson
- 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)
- Mah Jongg – on hiatus until spring
- Northern Waters Genealogical Society - 1st Tuesday of the month at 6 pm
- Tabletop Board Game Nights – 1st and 3rd Thursday of the month from 5-7pm (through May?)
- Boulder Junction Music Collective – 2nd Tuesday of the month at 4 pm
- Knitting Club – first and third Wednesday from 10 am to Noon in the Nordlof Conference Room
- Saturday, April 15 – Legislative Listening Session from 11am to Noon
- Tuesday, April 18 – Town of Boulder Junction Annual Meeting of the Electors at 6pm
- Tuesday, April 25 – Zentangles Class from 10:30am to 12:30pm
- Tuesday, April 25 – Town of Boulder Junction regular monthly meeting at 6:30 pm
- Wednesday, April 26 – Joint Finance Committee Public Hearing in Minocqua 10am-?pm
- Thursday, April 27/Friday, April 28 – Sanderson at WAPL in Oshkosh

UNFINISHED BUSINESS (DISCUSSION AND POSSIBLE ACTION):

- Discussion and Possible Action – Reading Garden Update** – Need to recruit volunteers for spring cleanup and summer maintenance – include in monthly newsletter. Also need to decide where to install the Little Free Library. No action taken.
- Discussion and Possible Action – Art in the Library Update – Approve December Application:** Motion by Sass to approve Sue Klein for the December Art in the Library Exhibit. Motion seconded by Van Grinsven. Motion carried.
- Discussion and Possible Action –2023 Operations Calendar Monthly Review:** Current items were reviewed. No action taken.

- d. **Discussion and Possible Action – By-Laws Revision:** Motion by Sass to approve the By-laws as reviewed and amended. Motion seconded by Harvey. Motion carried.
- e. **Discussion and Possible Action – 2023 NWLS Collection Development and WLA Grant Agreements:** Motion by Van Grinsven to approve the 2023 NWLS Collection Development and WLA Grant Agreements. Motion seconded by Harvey. Motion carried.

NEW BUSINESS (DISCUSSION AND POSSIBLE ACTION):

- a. **Discussion and Possible Action – Review Behavior and Epidemic Policy:** Motion by Van Grinsven to approve the Behavior and Epidemic policies with changes as presented by Sanderson. Motion seconded by Sass. Motion carried.
- b. **Discussion and Possible Action – Discuss Trustee Term Renewal(s) and Make Recommendation to the Town Board for Appointment/Reappointment:** Murphy Blank has agreed to continue for another term. Superintendent Jelinski from NLS needs to send a letter to the town requesting the appointment of Lanette Nelson to be the school liaison on the board. No action taken.
- c. **Discussion and Possible Action – Set Dates and Make Plans for Volunteer Training and Volunteer Appreciation Party/Event:** The volunteer training meeting will take place on Wednesday, May 24 at 1:30 pm. The volunteer appreciation event will take place Tuesday, May 30 at Aqualand. Final plans will be confirmed at the next meeting.
- d. **Discussion and Possible Action – Friends of the Library Wish List:** Sanderson presented a wish list with discussion regarding which items were a priority and which items needed further research. Sanderson will present the Wish List to the Friends at their May 10 meeting.

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

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

Respectfully Submitted by Cherie Sanderson on May 5, 2023