

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

Call to Order: Murphy Blank called the meeting to order at 4:00 pm.

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

Recognition of Visitors/Comments: New Children's Summer Reading Program Assistant, Kate Frisk, was in attendance.

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 Van Grinsven to approve the April 13, 2023 regular meeting minutes. Motion seconded by Harvey. Motion carried.

Treasurer's Financial Report: Harvey presented the April monthly reports and the Year-to-Date financial report. End of April balance for the "5311" Checking Account is \$45,565.05 with \$3,371.94 segregated for the Reading Garden. End of April balance in the "Non-Profit 1012" Checking Account is \$17,201.19. Total funds available to the board at the end of April are \$62,740.24. Murphy Blank accepted the reports to be placed on file for audit. Motion by Harvey to take the money out of the "Non-profit Checking 1012" account and put it in a 12 month Money Market account and then close the 1012 account. Motion seconded by Van Grinsven. Motion carried.

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 \$381.18. Bills to be paid by the Town total \$0. Bills already paid by the Town total \$4,799.89. Bills to be paid by the Friends total \$2,197.87. Motion by Harvey to approve payment of the bills as presented with 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 annual Friends newsletter/dues reminder has been mailed out. The next meeting of the Friends is Wednesday, May 10 at 8:30 am. The Used Book Sale starts Tuesday, June 6. A few volunteers are not able to work this summer so I will find out from Jeff if he needs more volunteers.

Children's Programming Updates: Book walk will not go up until the playground installation is complete, which will hopefully be late May/early June. Kate Frisk is doing a wonderful job so far and has been working on Summer Reading Program weekly lesson plans/booking presenters. She will also be helping me with summer

family movie nights. She may also be helping me with the Book Bike visits as well. When she cannot help with the Book Bike, I will need one other volunteer.

Adult Programming Update: Books Clubs, Knitting, and Northern Waters Genealogy continue to meet. Mah Jongg is on hiatus until I hear that they want to start again. Our Zentangles class had low attendance, so I did not try to schedule any more for now. Northwoods Book Festival is being planned again this summer. Tabletop Board Game Nights is on hiatus until fall. Not sure if Music Collective is going to meet all summer or not. The NWLN Summer Passport program and "Check Out Wisconsin State Parks at Your Library" program are both up and running. We've handed out and stamped quite a few passports already! Summer author visits, movie nights, etc. are being booked.

Volunteer Manual Update: I'm still working on the updates/edits because there were a few processes being debated. My plan is to incorporate the new manual updates into our volunteer meeting/training later on May 24.

NWLS/NWLN Updates: NWLN/NWLS sub committees continue to meet. Nothing new to report.

Upcoming Events and Programs:

- May Art in the Library will be Sarah S. Thompson
- June Art in the Library will be David Barnhill
- 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 ??
- Northern Waters Genealogical Society - 1st Tuesday of the month at 6 pm
- Boulder Junction Music Collective – 2nd Tuesday of the month at 4 pm
- Wednesday, May 10 - Friends of the Library Meeting at 8:30 am
- Saturday, May 20 – Artist's Reception from 12-2pm in the library
- Tuesday, May 23 – Town of Boulder Junction regular monthly meeting at 6:30 pm
- Wednesday, May 24 – Volunteer Training/Orientation at 1:30 pm
- Monday, May 29 – Closed for Memorial Day
- Tuesday, May 30 – Closing at 4 pm for Volunteer Appreciation Party
- Wednesday, May 31 – Summer Hours Start

UNFINISHED BUSINESS (DISCUSSION AND POSSIBLE ACTION):

- a. **Discussion and Possible Action – Reading Garden Update – Spring Clean Up and Little Free Library** – Marshia Crowley will be planting the tall planters for us and watering them throughout the summer. After advertising the need for Garden Volunteers, Sanderson has received no leads. The Little Free Library should be installed by the park/playground but will need Parks Board approval. No action taken.
- b. **Discussion and Possible Action – Art in the Library Update – Approve Changes.** Tabled to next month. 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 – Updates on Volunteer Training and Appreciation 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. Sue is helping with the dinner event check in process. Everything is moving forward as planned with cake, flowers, and door prizes. No action taken.

- e. **Discussion and Possible Action – Update Friends of the Library Wish List:** Sanderson presented items to request the Friends of the Library fund. After reviewing the list, Sanderson identified a smaller list of items to purchase now and others to save for later.
- f. **Discussion and Possible Action – Update on School Liaison Trustee Appointment:** Superintendent Jelinski will be sending Dennis Reuss a letter appointing Lanette Nelson as the new school liaison to replace Sara Fieweger on the board. Sanderson will verify that the letter is sent and received, and appropriate steps are taken to ensure she is ready to join the board on July 1. No action taken.

NEW BUSINESS (DISCUSSION AND POSSIBLE ACTION):

- a. **Discussion and Possible Action – Review Credit Card Policy:** Motion by Van Grinsven to approve the Credit Card policy with no changes needed. Motion seconded by Harvey. Motion carried.
- b. **Discussion and Possible Action – Approve Wage Increase for Library Assistant:** Sanderson requested that Sue Mueller's 6 month probationary wage be increased over the amount budgeted due to her qualifications and exceptional performance in her time on the job. The increased wage will not put the salaries over budget due to no Children's Services employee for several months. Motion by Harvey to increase Mueller's hourly wage to \$17 per hour retroactive to her 6-month anniversary date. Motion seconded by Van Grinsven. Motion carried.
- c. **Discussion and Possible Action – Laptop for Library Director:** Sanderson presented the reasoning and need for the Director to have a separate laptop and not use the laptop that the library uses for public presentations and meetings. Motion by Harvey to purchase a new laptop for the director at a cost not to exceed \$1500. Motion seconded by Van Grinsven. Motion carried.

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

Adjourn: Murphy Blank adjourned the meeting by consent at 5:51 pm.

Respectfully Submitted by Cherie Sanderson on June 5, 2023