

Boulder Junction Public Library Board of Trustees
Minutes of the Regular Board Meeting
November 7, 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, Lanette Nelson, and Laura Sass. Mary Van Grinsven was absent with notice. Library Director, Cherie Sanderson, was also present and kept the minutes of the meeting.

Recognition of Visitors/Comments: None present.

Agenda Approval: Motion by Sass 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 Murphy Blank to approve the October 19, 2023 regular meeting minutes. Motion seconded by Harvey. Motion carried.

Treasurer's Financial Report: Harvey presented the October monthly reports and the Year-to-Date financial report. End of October balance for the "5311" Checking Account is \$28,30.02 with \$3,371.94 segregated for the Reading Garden. End of October balance in the "Non-Profit 1012" Checking Account is \$17,600.05. Total funds available to the board at the end of October are \$44,089.66. 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 \$555.03. Bills to be paid by the Town total \$0. Bills already paid by the Town total \$4484.71. Bills to be paid by the Friends total \$1408.02. Motion by Sass to approve payment of the bills as presented with payment of Marco and Chase Card bills upon receipt. Motion seconded by Harvey. 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 is Wednesday, November 8 at 8:30 am in the library reading room. They will be voting for someone to take over as Vice-President. The Cookie Walk is planned for Friday, November 24 and volunteers will be needed along with bakers.

Children's Programming Updates: The Children's Afterschool Reading Program at NLS started Monday, November 6. There are at least 10 children signed up so far with a max of 15. Lani and other staff will be assisting Kate. Saturday, October 28 was downtown trick or treating with the Book Bike – thank you Mary and Kate for handling this. Once again, we had a big turnout and ran out of candy and gave away a LOT of books. Holiday Book Walk will be downtown again and start on Friday, November 24 in conjunction with Christmas Walk.

Adult Programming Update: The “Check Out Wisconsin State Parks at Your Library” program goes until the end of the year. The Smartphone Photography class was full and had a wait list. Will probably offer it again in the winter or spring. I have not booked any other programs for November – it’s too slow of a month. I’m debating adding an art and/or jewelry class in December with the theme of homemade holiday gifts. More programming will be added in the winter to help our community beat the winter blues.

NWLS/NWLN Updates: NWLN/NWLS sub committees continue to meet. Nothing new to report. At the November 16 NWLN meeting, I will be elected as Chair.

Friends of the Library Wish List Update: We bought a new vacuum finally. Next priority is a new Christmas Tree. I would still like to buy our own movie screen and a new work room faucet. I am also exploring a permanent book walk at the park with permanent stands being purchased and installed if approved. Kate is also starting a Wish List.

Upcoming Events and Programs:

- November Art in the Library is the Lakeland Art League
- 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 – every Monday from 1-4 pm
- Chat ‘n Craft Club – every first and third Wednesday from 10am to Noon
- Northern Waters Genealogical Society - 1st Tuesday of the month at 2 pm
- Boulder Junction Music Collective – 2nd Tuesday of the month at 4 pm
- Tabletop Board Game Nights – 1st and 3rd Thursdays from 5-7pm
- Thursday, November 16 – Town of Boulder Junction Budget Hearing and Meeting of the Electors at 6pm
- Saturday, November 18 – Artists’ Reception from 12-2pm
- Thursday, November 23 – Closed for Thanksgiving
- Friday, November 24 – Holiday Book Walk starts downtown
- Friday, November 24 – Friends of the Library Cookie Walk begins at 4pm at Acorn Lodge
- Tuesday, November 28 – Town of Boulder Junction Regular Monthly meeting at 6:30pm

UNFINISHED BUSINESS (DISCUSSION AND POSSIBLE ACTION):

- a. **Discussion and Possible Action – Reading Garden Update:** No new updates. No action taken.
- b. **Discussion and Possible Action – Art in the Library Update:** Motion by Sass to approve the Lakeland Art League for the November 2024 exhibit. Motion seconded by Harvey. Motion carried.
- c. **Discussion and Possible Action – 2023 Operations Calendar Monthly Review:** Current items were reviewed. No action taken.
- d. **Discussion and Possible Action – 2nd Review Policies: Challenged Materials, Collection Development, and Statement of Concern Form:** Additional revisions were made. Sanderson will update documents and send them out for review/approval at the December board meeting.

NEW BUSINESS (DISCUSSION AND POSSIBLE ACTION):

- a. **Discussion and Possible Action – Review and Sign Northern Waters Library System 2024 Member Library Agreement:** Motion by Sass to approve the 2024 agreement. Motion seconded by Harvey. Motion carried.
- b. **Discussion and Possible Action – Annual Tax Letter Insert for Donations:** Sanderson will prepare the insert with tax letter stuffing to take place in early December. No action taken.
- c. **Discussion and Possible Action – Discuss Holiday Cards/Gifts for Volunteers and Employees:** Motion by Harvey to give \$100, \$50 and \$50 to employees for Christmas gifts. Motion seconded by Sass. Motion carried. All volunteers will get Christmas cards signed by the board.
- d. **Discussion and Possible Action – Review Programs Policy:** Sanderson presented the revised policy. Motion by Harvey to approve the revised Programs Policy. Motion seconded by Nelson. Motion carried.
- e. **Discussion and Possible Action – Director and Board Goal(s): Succession Planning:** No action taken.

Set Date and Time for Next Meeting: The next regular meeting will be held on Tuesday, December 19 at 4pm.

Adjourn: Murphy Blank adjourned the meeting by consent at 5:31 pm.

Respectfully Submitted by Cherie Sanderson on December 5, 2023