

Boulder Junction Public Library Board of Trustees
Minutes of the Regular Board Meeting
January 11, 2024 – 5 pm

Call to Order: Murphy Blank called the meeting to order at 5:00 pm.

Roll Call of Members: Members present were Ellen Murphy Blank, Lanette Nelson, Laura Sass, and Mary Van Grinsven. Nancy Harvey 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 Van Grinsven. Motion carried.

Minutes Approval: Motion by Van Grinsven to approve the December 19, 2023 regular meeting minutes. Motion seconded by Sass. Motion carried.

Treasurer's Financial Report: Harvey was out of town and unable to provide the December Treasurer's Report so it will be presented at the February Board of Trustees 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 \$662.55. Bills to be paid by the Town total \$0. Bills already paid by the Town total \$6,115.84. Bills to be paid by the Friends total \$2,058.35. Motion by Van Grinsven to approve payment of the bills as presented and the Marco bill 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 Friends Annual Meeting was Wednesday, January 10, 2024. Kippy and Bonnie were re-elected as Secretary and Treasurer. They approved our request for \$30,000 "grant" in 2024. We talked about future Wish List items. They will be sending out their newsletter/dues renewal mailing in February or March. I am putting a DONATE NOW button on the website linked to the Friends square account. The Friends are buying Sue Klein's bear painting as a memorial and permanent piece of artwork in the Children's Area.

Children's Programming Updates: The Children's Afterschool Reading Program at NLS is being held on Thursdays starting January 11. There have been 14-16 in attendance each week. We took down the Holiday Book Walk and installed a Winter Book Walk at Winter Park on the trail. It will stay up until snow melt/ground thaw. Waiting for town board approval to install a permanent book walk at the park/playground this spring – funded by the Friends of the Library.

Adult Programming Update: The “Check Out Wisconsin State Parks at Your Library” program will roll over into the new year – we have leftover passes that we can keep handing out. Winter programming is being added including art classes, jewelry classes, Libby tutorial and Kanopy demonstration. February is Library Lover’s Month – more info to come.

NWLS/NWLN Updates: NWLN/NWLS sub committees continue to meet. Nothing new to report. WVLS and NWLS are still finishing a feasibility study on merging our ILS and won’t be finished with recommendations until June 2024.

Friends of the Library Wish List Update: I finally bought a new sink faucet for the break room. I would still like to buy our own movie screen, but I am waiting to see if we can hold outdoor movies this summer due to licensing changes. Kate and I are working on more Wish List items.

Upcoming Events and Programs:

- January Art in the Library is Polly Sievert
- February Art in the Library will be Ondracek Family Art
- 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 5 pm
- Tabletop Board Game Nights – 1st and 3rd Thursdays from 5-7pm (may end in January)
- Monday, January 15 – Martin Luther King Jr Day – Library will be open
- Saturday, January 20 – Artists’ Reception from 10am to Noon
- Tuesday, January 23 – Town of Boulder Junction Regular Monthly meeting at 6:30pm
- Tuesday, February 8 – Library Board of Trustees Meeting at 5pm
- Saturday, February 17 – Leather Jewelry Class from 10am-12pm
- Thursday, February 27 – 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 recent updates. No action taken.
- b. **Discussion and Possible Action – Art in the Library Update – Approve New 2024 Exhibits:** Motion by Sass to approve LeeAnn Ondracek for the February 2024 exhibit and Shelley Novotny for the April 2024 exhibit. Motion seconded by Nelson. Motion carried.
- c. **Discussion and Possible Action –2024 Operations Calendar Monthly Review:** Current items were reviewed. No action taken.
- d. **Discussion and Possible Action – Director and Board Goal(s): Staff Operations Calendars:** Sanderson and Frisk will begin creating their own Staff Operations Calendars as they go through 2024 with a formal calendar done by 2025. No action taken.

NEW BUSINESS (DISCUSSION AND POSSIBLE ACTION):

- a. **Discussion and Possible Action – 2024 Budget Amendments:** Motion by Van Grinsven to approve the amendments to salaries and benefits (due to changes in staff) in the CY2024 Budget as presented by Sanderson. Motion seconded by Nelson. Motion carried.
- b. **Discussion and Possible Action – Begin Director Performance Review:** Van Grinsven will start the process by having Sanderson send all board members blank performance appraisal forms to fill out by early February. Van Grinsven will compile all rankings and comments into a DRAFT review to be discussed in closed session at the February board meeting.
- c. **Discussion and Possible Action – Request to Town to Use Copies/Fines Income:** No action taken.
- d. **Discussion and Possible Action – Review and Sign Northern Waters Library Network Compliance Agreement:** Tabled until next meeting.
- e. **Discussion and Possible Action – Review Display and Distribution of Materials Policy and Fundraising and Solicitation Policy:** Motion by Van Grinsven to approve the Display and Distribution of Materials Policy with the changes discussed. Motion seconded by Sass. Motion carried. Motion by Sass to approve the Fundraising and Solicitation Policy with the changes discussed. Motion seconded by Murphy Blank. Motion carried.
- f. **Discussion and Possible Action – Permanent Artwork Framing Reimbursement:** Motion by Van Grinsven to reimburse Sanderson for the framing of an art print that was donated with the stipulation that the artwork remain in the library when Sanderson retires. Motion seconded by Sass. Motion carried.
- g. **Discussion and Possible Action – Study Rooms Information from Van Grinsven:** Van Grinsven shared information she received from our building architect regarding turning shelving space into private study room space in the future. No action taken.

Set Date and Time for Next Meeting: The next regular meeting will be held on Thursday, February 8, 2024 at 5pm. March board meeting date is tentatively scheduled for Thursday, March 21 at 5pm.

Adjourn: Murphy Blank adjourned the meeting by consent at 6:16 pm.

Respectfully Submitted by Cherie Sanderson on February 6, 2024