

**Boulder Junction Public Library Board of Trustees**  
**Minutes of the Special Board Meeting**  
**September 25, 2025 – 4:30 pm**

**Call to Order:** Sass called the meeting to order at 4:38 pm.

**Roll Call of Members:** Members present were Dennis Aukstik, Lanette Nelson, Herman Peterson, and Laura Sass. Nancy Harvey was absent with notice. Library Director, Cherie Sanderson, was also present and kept the minutes of the meeting. Library Assistant, Kate Frisk, was also present.

**Recognition of Visitors/Comments:** None.

**Agenda Approval:** Motion by Aukstik to approve the agenda as presented with the Chair's discretion to move the order of items on the agenda. Motion seconded by Nelson. Motion carried.

**Discussion and Possible Action – 2025 Budget Amendment for Salaries:** Motion by Aukstik to amend the 2025 Budget to increase the Library Assistant/Assistant Director hourly wage. Motion seconded by Peterson. Motion carried.

**Discussion and Possible Action – 2026 Budget:** Sass presented a revised draft of the 2026 budget. Tabled until October regular board meeting.

**Discussion and Possible Action – Assistant Director Job Description:** Sanderson presented a job description for a new Assistant Director position. Motion by Aukstik to approve the Assistant Director job description. Motion seconded by Sass. Motion carried.

**Closed Session: Discuss Library Assistant promotion to Assistant Director 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 Aukstik to enter into Closed Session to discuss the Library Assistant promotion to Assistant Director and compensation. Motion seconded by Sass. Roll call vote: Aukstik, aye; Nelson, aye; Peterson, aye; and Sass, aye. The board entered into closed session at 5:12pm.

**Open Session: Action pertaining to Library Assistant promotion and compensation, if any:** Motion by Peterson to reconvene in open session at 5:27pm. Motion seconded by Aukstik. Roll call vote: Aukstik, aye; Nelson, aye; Peterson, aye; and Sass, aye. Motion by Sass to create the Assistant Director position with compensation of \$21.20 per hour and 29 hours per week. Motion seconded by Peterson. Motion carried. Motion by Sass to offer Kate Frisk the Assistant Director position. Motion seconded by Peterson. Motion carried.

**Discussion and Possible Action – Retirement and Staffing Announcement/Press Release:** Motion by Aukstik to release the retirement and staffing announcement and press release prepared by Sanderson. Motion seconded by Nelson. Motion carried.

**Adjourn:** Motion by Peterson to adjourn the meeting. Motion seconded by Nelson. Motion carried. Meeting adjourned at 5:32pm.

***Respectfully Submitted by Cherie Sanderson on October 9, 2025***