

JEFFERSON PUBLIC LIBRARY BOARD MEETING MINUTES

December 12, 2018

PRESENT: Adams, Brown-Kurtz, Griffith, Schrader, Skretta, Stelse, Zinn, Library Director Lehner

ABSENT: Peg Beyer (city council liaison)

EXCUSED: None

GUESTS: None

COMMENTS FROM PUBLIC/CORRESPONDENCE: The library has received two gift subscriptions for magazines. Economist and Harpers will be ordered.

Minutes from November 2018 were approved (Skretta Schrader, unanimous)

COMMITTEE REPORTS: None

PERSONNEL/STAFFING: Schrader (chair), Skretta, and Stelse will meet with Lehner in January to give evaluation results and comments.

BUDGET/FINANCE: Griffith, Adams, and Schrader; We currently pay .7% fee to the Community Foundation. The SCLS would charge .85% fee for managing \$200,000; .75% fee for managing \$250,000. The board discussed investing with SCLS for one year and then re-evaluate. Director Lehner will put this as an action item for the January 2019 meeting.

POLICY/PROCEDURES: None

BUILDING & GROUNDS: Article in the paper regarding public libraries being invested in their communities.

FOUNDATION BUSINESS: None

AUDIT BILLS:

Stelse reviewed the bills from November, 2018 and asked for approval.

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| Salary: | \$26,053.35 |
| Fringes: | 8,455.96 |
| Expenses: | 6,175.79 |
| Total: | \$40,685.10 |

(Stelse, Adams; unanimous by roll call vote)

STATISTICS: Review of Expenditures and Revenue: See handout. Circulation is nearly 3% higher than at this time last year. Rural circulation is down slightly. Budget is tight, but barring any unforeseen expenses, we should not exceed the budget for the year.

DIRECTOR'S REPORT:

-November was Picture Book month. Everyone is encouraged to read a picture book!

-Kudos to the youth department staff for keeping area families entertained, curious, and well-read!

-Black Friday: 61 coupons were given to patrons for fax/copy use and fine payments. There was also a prize drawing for the first 50 patrons that day.

- PLSR update: Received survey results, again no budget or cost analysis was included. Unsure of what happens when there is a new Superintendent? Concern was expressed regarding both cost and efficiency if library systems were to be consolidated.
- Received a Trustee flyer which included legal duties of a board member.
- Friends of the Jefferson Public Library asked for a Wish List. Director Lehner shared a list that she created.

BUSINESS AND DISCUSSION:

- a. Board investments- See discussion under Committee Reports.

NEW BUSINESS:

- a. 2019 Wages, hourly pay schedule
 - 1. Board approved 2019 pay raises of 3% for regular and part-time employees (Schrader, Skretta, unanimous)
 - 2. Board approved 2019 pay schedule for employees under 20 hours/week (Schrader, Adams, unanimous)

NEXT MEETING DATE: January 9, 2019 at 6:00 p.m.

ADJOURNMENT: 7:15 p.m. (Skretta, Schrader, unanimous)