

JEFFERSON PUBLIC LIBRARY BOARD MEETING MINUTES

February 13, 2019

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: A thank you note was received from the library staff for their Christmas gifts of Jefferson Chamber Bucks.

The Jefferson Chamber of Commerce recognized the Jefferson Public Library for 110 years of continuous business in Jefferson.

Minutes from January 2019 were approved (Schrader, Adams, unanimous)

COMMITTEE REPORTS: None

PERSONNEL/STAFFING: Director Lehner will be on extended medical leave from February 18 until May 1, 2019 or until medically released to return to work.

Melissa Anderson, Assistant Director, will be handling library business in Director Lehner's absence.

BUDGET/FINANCE: None

POLICY/PROCEDURES: None

BUILDING & GROUNDS: None

FOUNDATION BUSINESS: None

AUDIT BILLS:

Adams reviewed the bills from January, 2019, and asked for approval.

Salary:	\$25,384.16
Fringes:	6,885.42
Expenses:	27,993.37
Total:	\$60,262.95

(Adams, Skretta; unanimous by roll call vote)

Approve WE Energies natural gas bill for December 2018 of \$399.05. (Schrader, Adams; unanimous by roll call vote)

STATISTICS: Review of Expenditures and Revenue: See handout. The library closed three nights at 5 p.m. due to weather. 886 e-books were checked out in January. The number of e-book checkouts per month keeps increasing.

DIRECTOR'S REPORT: Griffith attended the Library Legislative Day in Madison on February 12, 2019. All legislators were visited or given packets if they were in session. It is beneficial for board members to promote libraries and provide legislators with information regarding all of the services that libraries provide in their communities.

BUSINESS AND DISCUSSION:

a. Board meeting day of the week

Peg Beyer is unable to attend the board meeting on the second Wednesday of the month. When can she meet? What are her constraints? The board can be flexible, but we also need to consider the availability of our voting members.

NEW BUSINESS:

a. Sign annual report (action)

The board authorized the president to sign the annual public library state report when it is completed.

(Skretta, Zinn; unanimous)

b. Approve temp hire (action)

Bridges provides a list of approximately eight substitutes. The board approved hiring Andreanna Nowak for \$15/hour as needed (primarily Tuesday nights and some Saturdays).

(Stelse, Adams; unanimous)

NEXT MEETING DATE: March 13, 2019 at 6:00 p.m.

(Adams and Director Lehner will be absent)

ADJOURNMENT: 7:00 p.m. (Adams, Stelse; unanimous)