

JEFFERSON PUBLIC LIBRARY BOARD MEETING MINUTES

July 10, 2019

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

ABSENT: Peg Beyer (city council liaison)

EXCUSED: Adams, Pizano, Skretta

GUESTS: none

COMMENTS FROM PUBLIC/CORRESPONDENCE: The Board is invited to attend the annual meeting of the Friends of the Library on Tuesday, August 13<sup>th</sup> at 5:30 p.m.

Director Lehner sent the ADA Report and Matrix to the mayor, city administrator, and council members regarding library building.

Minutes from June 2019 were approved (Stelse, Zinn, unanimous)

COMMITTEE REPORTS: None

PERSONNEL/STAFFING: None

BUDGET/FINANCE: None

POLICY/PROCEDURES: None

BUILDING & GROUNDS: Jefferson is the only library in the state (of similar size) that has not remodeled or expanded in the 2018 fiscal year.

FOUNDATION BUSINESS: Monthly report from SCLS.

AUDIT BILLS: Zinn reviewed the bills from June, 2019, and asked for approval:

Salary:	\$25,852.82
Fringes:	7,347.64
Expenses:	7,615.19
Total:	\$40,815.65

(Zinn, Brown-Kurtz; unanimous by roll call vote)

STATISTICS: Review of Expenditures and Revenue: See handout.

Daycares are bringing in children for the kids' programs.

Bridges provides a kit that can be taken to events, such as the Farmers' Market, which include information on Gale Courses, bookmarks, and pencils. Staff is attending the Farmers' Market twice a month.

Director Lehner applied for and received a grant from Bridges called iPads and Apps Oh My, which provides educational and entertaining apps.

DIRECTOR'S REPORT:

The complete ADA report and matrix have been given to the mayor, city administrator, and council members for their review. The documents tie in closely with our goals and capital requests, including the items on the "wish list".

Director Lehner has applied for a traveling exhibit provided by ALA "Americans and the Holocaust"; will be notified in fall if we are selected. It is quite involved and may include the following ideas: Jefferson Reads-read and discuss a book on the Holocaust; bring in an expert/professor to speak on the Holocaust; bring in someone from the Jewish Museum in Milwaukee to present artifacts and provide discussion.

There will be staff working at the Kiwanis booth at the county fair and at Farm Tech Days in July.

Friends of the Library will be cooking and selling food at the August 22<sup>nd</sup> Concerts in the Park. All profits will go to the library.

Friends of the Library will also have a fundraiser on September 9<sup>th</sup> at the Culver's of Johnson Creek from 5-8 p.m.

**BUSINESS AND DISCUSSION:**

- a. 2020 Budget/Capital (informational) Director Lehner is working on this. It was noted that the operating budget needs to be increased to continue services and materials support.

**NEW BUSINESS:**

- a. Library card privacy of minors definition policy (action)  
Policy will include the following- "must disclose to a custodial parent or guardian of a child under 16 any records relating to that child's use of the library's documents, materials, resources, or services, per Wisconsin Statute Section 43.30(4)"  
(Stelse, Zinn, unanimous)
- b. Library Bill of Rights, Article VII (action)  
Policy will include the following- "All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use. Libraries should advocate for, educate about, and protect people's privacy, safeguarding all library use data, including personally identifiable information."  
(Zinn, Brown-Kurtz, unanimous)

**NEXT MEETING DATE:** August 14, 2019 at 6:00 p.m.

**ADJOURNMENT:** 6:45 p.m. (Stelse, Brown-Kurtz, unanimous)