

JEFFERSON PUBLIC LIBRARY BOARD MEETING MINUTES
September 10, 2019

PRESENT: Adams, Brown-Kurtz, Griffith, Pizano, Zinn, Library Director Lehner

ABSENT: Peg Beyer (city council liaison)

EXCUSED: Skretta, Stelse

GUESTS: none

COMMENTS FROM PUBLIC/CORRESPONDENCE: none

Minutes from August 2019 were approved (Adams, Zinn, unanimous)

Note changes that are highlighted.

COMMITTEE REPORTS: None

PERSONNEL/STAFFING: None

BUDGET/FINANCE: None

POLICY/PROCEDURES: None

BUILDING & GROUNDS: none

FOUNDATION BUSINESS: Monthly report from SCLS will come 9/11 and be forwarded to board members.

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

Salary:	\$39,241.88
Fringes:	9,086.36
Expenses:	6,062.61
Total:	\$54,390.85

(Zinn, Adams; unanimous by roll call vote)

STATISTICS: Review of Expenditures and Revenue: See handout. Jefferson County rural circulation and other Jefferson County municipalities continue to increase. E-book checkouts were at 1015. Wireless use continues to increase. National Night Out was a success. The library received a donation of \$1,500 from the Kiwanis organization.

DIRECTOR'S REPORT: Circulation has fallen just short of 2018.

Trustee Training Week seminars may still be available.

Applied for the Walmart Community grant of \$2,500, with the intent of adding additional hotspots.

Director met with an architect regarding a future lower level remodel. No cost was involved; just a very early discussion of needs and possibilities.

RFID project is moving forward in steps due to costs. Bridges can provide the RFID tags and will provide a staff member to help with set-up, at no cost to the Jefferson Library. A self-checkout machine and a reader to check in/out a stack of books all at one time will be future improvements. Total RFID cost is approximately \$19,000.

The Piggly Wiggly round-up totaled \$2,877.

Twenty-five students, ages 10-17, worked a total of 625 hours this summer.

President Griffith attended the Friends of JFPL's annual meeting.

BUSINESS AND DISCUSSION:

- a. 2020 Budget Five Year Capital Plan (informational)

The second meeting of the city council to review the budget will be held in October.
The earliest the budget/capital would be approved is November.

NEW BUSINESS:

None

NEXT MEETING DATE: October 9, 2019

ADJOURNMENT: 6:55 p.m. (Zinn, Adams; unanimous)