

JEFFERSON PUBLIC LIBRARY BOARD MEETING MINUTES

November 13, 2019

PRESENT: Adams, Griffith, Pizano, Skretta, Stelse, Zinn, Library Director Lehner

ABSENT: Peg Beyer (city council liaison)

EXCUSED: Brown-Kurtz

GUESTS: none

Agenda for November 13, 2019 was approved (Adams, Stelse, unanimous)

COMMENTS FROM PUBLIC/CORRESPONDENCE: none

Minutes from October 2019 were approved (Skretta, Pizano, unanimous)

COMMITTEE REPORTS: None

PERSONNEL/STAFFING: This committee will meet after regular board meeting to hand out evaluations and make plans for tabulation of results.

BUDGET/FINANCE: City budget meeting is Tuesday, November 20<sup>th</sup>

POLICY/PROCEDURES: None

BUILDING & GROUNDS: A magazine was shown about various library designs. This was the showcase design edition of the magazine.

FOUNDATION BUSINESS: Monthly report from SCLS, Quarterly Report JF Community

AUDIT BILLS: Pizano reviewed the bills from October, 2019, and asked for approval:

TOTAL EXPENSES	\$8,726.95
Salaries	\$26,118.26
Fringes	\$7,371.27
Total (salaries & fringe benefits)	\$33,489.53
TOTAL FOR MONTH	\$42,216.48

(Pizano, Stelse; unanimous by roll call vote)

STATISTICS: Review of Expenditures and Revenue: October was a positive month! We are still down for the year. The meeting room had 16 uses. E-book checkout continues to grow. A new section was added to the document to include Social Services Assistance, Delivery, and Small/Individual Meeting Space requests. Social Services Assistance includes referral for help regarding items like: clothing, food (staff has purchased in past), taxi, etc., Delivery is for patrons unable to physically get to the library, and Small/Individual Meeting spaces needed for confidential meetings.

DIRECTOR'S REPORT:

- Angie, Melissa, and Leann attended WLA. Some session topics attended were: friends/foundations, strategic plan, partnerships, fundraising, get curious before you get furious, don't judge a building by the cover, technology outreach, and cardholders=constituents.
- Theisen's More for Your Community grant was funded! Received the funds 11/11. It provides for the creation of STEAM kits for circulation. Looking for possible educator feedback on appropriate/engaging materials.
- Staffing for the month was a bit wild: at one point, four of five regular staff were out.

- The adult program on October 19<sup>th</sup> was amazing with good attendance. We Gotta Get Out of This Place: The Soundtrack of the Vietnam War was presented by Doug Bradley. A survey was given to see who was in attendance and someone traveled 80 miles to attend and age of participants varied.
- A discussion was had about giving of \$25.00 gift certificates for each staff member of the library. A motion was made to approve the decision (Adams, Stelse, unanimous).

**BUSINESS AND DISCUSSION:**

- a. Regular Position Adjustment (informational)
  - ILL position: full time to .75% time
  - Technology Services position: .75% time to full time
- b. City of Jefferson Comprehensive Plan (informational)
  - The first draft was created with no/minimal changes
  - Notes/comments were given to contractor regarding the written draft
  - The second draft includes more active language and an urgency/importance to meet the changing role and address library expansion.

**NEW BUSINESS:**

- a. Authorize Signing of BLS Member Library & Café Agreements (action)  
for 2020 contracts  
(Stelse, Zinn; unanimous)

**NEXT MEETING DATE:** December 11, 2019 (Holiday Potluck)

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