

JEFFERSON PUBLIC LIBRARY BOARD MEETING MINUTES

January 8, 2020

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

ABSENT: Peg Beyer (city council liaison)

EXCUSED: none

GUESTS: none

COMMENTS FROM PUBLIC/CORRESPONDENCE: Received a card from the library staff for holiday gifts.

Minutes from December 2019 were approved (Stelse, Skretta, unanimous)

COMMITTEE REPORTS: none

PERSONNEL/STAFFING: none

BUDGET/FINANCE: none

POLICY/PROCEDURES: none

BUILDING & GROUNDS: none

FOUNDATION BUSINESS: Monthly report from SCLS.

AUDIT BILLS: Skretta reviewed the bills from December, 2019, and asked for approval:

Salary:	\$25,660.54
Fringes:	7,327.19
Expenses:	10,124.01
Total:	\$43,111.74

(Skretta, Adams; unanimous by roll call vote)

STATISTICS: Review of Expenditures and Revenue: See handout. December was a good month, but circulation was still down by 2.92% for the year. E-books aren't counted in circulation; that number continues to increase. Library offered free replacement cards in December. Thirty-seven patrons received free replacement cards.

DIRECTOR'S REPORT:

Director Lehner will attend the Library Legislative Day in February.

Bridges hiring of a new director is on schedule and going well. Anticipated start date for a new director is mid-March.

RFID (radio frequency identification) tags will first be used with print materials.

BUSINESS AND DISCUSSION:

- a. Project design assistance update (informational)

Pete Weston from Design Alliance has been contacted to look at the front entrance and the downstairs area. He charges a flat fee of \$4,500 for designs.

NEW BUSINESS:

a. Library property valuation (action)

The library owns property that should be appraised and insured. Motion made by Skretta to have Director Lehner obtain quotes from several appraisers. Seconded by Pizano. Unanimous.

b. Library assistant substitute hire (action)

Beth Rubel started working 1/7/20. She may work up to 19 hours per week and is paid \$15/hour. She has prior library experience.

Motion made by Brown-Kurtz. Seconded by Stelse. Unanimous by roll call.

c. Leave of absence request (action)

A part-time employee has used 12 weeks of FMLA and has requested another 60 days leave.

Motion made by Stelse to approve the leave of absence. Seconded by Brown-Kurtz. Unanimous.

NEXT MEETING DATE: February 12, 2020

ADJOURNMENT: 6:50 p.m. (Skretta, Stelse)