

JEFFERSON PUBLIC LIBRARY BOARD MEETING MINUTES

February 12, 2020

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

ABSENT: Peg Beyer (city council liaison)

EXCUSED: Skretta, Stelse

GUESTS: none

COMMENTS FROM PUBLIC/CORRESPONDENCE: Press release going to the newspaper regarding the Director's retirement.

Minutes from January 2020 were approved (Pizano, Adams, unanimous)

COMMITTEE REPORTS: none

PERSONNEL/STAFFING: none

BUDGET/FINANCE: none

POLICY/PROCEDURES: none

BUILDING & GROUNDS: none

FOUNDATION BUSINESS: Monthly report from SCLS comes out tomorrow. Director will e-mail report to board members.

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

Expenses:	\$2,240.27
Salaries:	15,363.63
Fringes:	0.00
TOTAL:	\$17,603.90

(Zinn, Adams; unanimous by roll call vote)

Zinn reviewed the bills from January 2020, and asked for approval:

Expenses:	\$24,409.04
Salaries:	24,220.93
Fringes:	9,430.16
TOTAL:	\$58,060.13

(Zinn, Adams; unanimous by roll call vote)

STATISTICS: Review of Expenditures and Revenue: See handout. January was a good month for circulation. E-book checkouts went over 1,000. Drop-ins are now labeled "Self-Directed". Reviewed final 2019 expenditures and revenue- finished the year with 1.94% of budget left; revenue was above expectations for 2019.

DIRECTOR'S REPORT:

Spent time interviewing (via committee) the Bridges Library System replacement candidates. A decision will be announced 2-12-20.

Replacement computers are on order for this year's rotation.

RFID tag company will train staff in late summer.

Interviews conducted last week for Youth Services candidates. Will make a decision and an offer by 2-13-20.

Started work on the annual report.

Shared list of 2020 projects.

**BUSINESS AND DISCUSSION:**

- a. Library property valuation (action)  
Adams made a motion to have Moran appraise the property for insurance purposes only. The cost is \$75/hour and \$0.50/mile.  
Seconded by Pizano. Unanimous.
- b. Authorize President to sign annual report (action)  
Motion by Adams. Seconded by Brown-Kurtz. Unanimous.
- c. Employee compensation approval (action)  
Brown-Kurtz made a motion to have Angie Rosch attain the Gr. 8, Step 4 rate of \$24.92 for 2020.  
Seconded by Adams. Unanimous.

NEW BUSINESS: none

NEXT MEETING DATE: March 11, 2020

ADJOURNMENT: 6:45 p.m. (Adams, Zinn, unanimous)