

JEFFERSON PUBLIC LIBRARY BOARD MEETING MINUTES

April 8, 2020

PRESENT: Adams, Brown-Kurtz, Griffith, Pizano, Skretta, Stelse, Zinn, Library Director Anderson, City Council Liaison Peg Beyer

ABSENT: none

EXCUSED: none

GUESTS: none

Approve agenda: Motion by Adams; seconded by Stelse

Correction: 4. Approve/Correct minutes of February 2020 should read March 2020

COMMENTS FROM PUBLIC/CORRESPONDENCE: none

Minutes from March 2020 were approved (Stelse, Skretta, unanimous; Beyer- abstained)

Minutes from special meeting held March 19, 2020 were approved (Zinn, Adams, unanimous; Beyer- abstained)

COMMITTEE REPORTS: none

PERSONNEL/STAFFING: none

BUDGET/FINANCE: none

POLICY/PROCEDURES: none

BUILDING & GROUNDS: none

FOUNDATION BUSINESS: SCLS showed a loss this past month.

AUDIT BILLS: Pizano reviewed the bills from March, 2020, and asked for approval of the bills as currently presented (visually); final approval will be sought when the board can meet in person:

Expenses:	\$6,072.39
Salaries:	28,907.89
Fringes:	7,974.57
TOTAL:	\$42,954.85

(Pizano, Skretta; unanimous by roll call vote; Beyer- abstained)

STATISTICS: Review of Expenditures and Revenue: See handout. Keep in mind that the library closed March 17th in accordance with guidelines during the COVID 19 pandemic. 1,093 items were checked out the last day the library was open. Some patrons are still accessing WIFI outside the building.

DIRECTOR'S REPORT:

- The city dept. heads are meeting on a weekly basis regarding COVID 19 responses.
- Library staff are cleaning/disinfecting personal work spaces, shared work spaces, book drops, door knobs twice daily.
- When items are returned, they are handled with gloves and then quarantined for three days, before being returned to the shelves.
- Staff are practicing social distancing while working.
- Adams and Stelse are up for re-appointment in July. If interested in continuing, they must inform Sarah at City Hall ASAP. Elections for board officers will occur at the May meeting. Options for election: 1. Elect same officers. 2. Elect new officers. 3. Create a nominating committee.

- Hoopla, a streaming application, was launched 4-1-2020. Staff have been trained. This is a temporary service that Bridges is offering as long as funding is available. Patrons are allowed to borrow four items per month. Items include movies, books, and tv shows.
- Weekly Storytime and Crafting will be held virtually on Mondays at 1 p.m.
- Facebook posts will include information re: digital resources.
- Staff are researching additional possibilities for virtual programming and outreach to patrons. Currently, a staff member is calling patrons to check in with them.

BUSINESS AND DISCUSSION:

a. Leave of absence request (action)

FMLA ended 3/21/20 for a staff member. Two 60 day extensions of medical leave can be approved.

There is a statement from the staff member's physician verifying that she is unable to work.

First extension: 3/23 to 6/12. Second extension: 6/15 to 8/4.

Motion made to allow first extension. (Brown-Kurtz, Stelse; unanimous)

Duties of the staff member on leave have been assigned to other staff members.

Board may consider the second extension in May.

NEW BUSINESS: none

NEXT MEETING DATE: May 13, 2020

ADJOURNMENT: 6:42 p.m. (Adams, Zinn, unanimous)