

JEFFERSON PUBLIC LIBRARY BOARD MEETING MINUTES

May 13, 2020

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

ABSENT: Stelse, City Council Liaison Peg Beyer

EXCUSED: none

GUESTS: none

COMMENTS FROM PUBLIC/CORRESPONDENCE: none

Minutes from April 2020 were approved (Adams, Zinn; unanimous)

COMMITTEE REPORTS: none

PERSONNEL/STAFFING: none

BUDGET/FINANCE: none

POLICY/PROCEDURES: none

BUILDING & GROUNDS: none

FOUNDATION BUSINESS: Quarterly report from Jefferson Community Foundation showed a loss as did SCLS this past month.

AUDIT BILLS: Skretta reviewed the bills from April 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:	\$7,783.83
Salaries:	30,039.50
Fringes:	8,105.56
TOTAL:	\$46,928.89

(Skretta, Adams; unanimous by roll call vote)

STATISTICS: Review of Expenditures and Revenue: See handout. Keep in mind that the library has been closed since March 17<sup>th</sup> in accordance with guidelines during the COVID-19 pandemic. Beginning April 27, no contact pick-up was started; there were 94 pick-ups in the last three days of April. Programs continue to be done virtually to accommodate families with children at home.

Circulation numbers will be difficult to recover during the remainder of the year.

Ten people were given "virtual cards" in April.

Budget: Software Maintenance is in the negative as the Sonic Wall was installed on the computers in the library.

Revenue: The library has lost potential revenue in March, April, and May.

DIRECTOR'S REPORT:

a. Summer Reading Program

Beanstack for Libraries is an app that the state purchased; Bridges' libraries will use the app for tracking summer reading. The youth program will kick off on June 15<sup>th</sup> and run until August 8<sup>th</sup>. Julia will be the head of this program. Suzanne will set up the adult program.

b. New Library Blog

The blog was launched May 1<sup>st</sup> and will have a new entry every Friday. Courtney is putting the blog together. It includes general library information, resources available, and a monthly newsletter. The first newsletter will introduce the Summer Reading Program.

The blog had 15 subscribers the first week.

c. Staff Meetings, Trainings, and Webinars

Bi-weekly directors' meetings

Weekly circulation and cataloging staff meetings (via Zoom)

DPI Webinar- Stillness in an Emergency

d. Potential COVID-19 Impact to Revenues

The city estimates a \$150,000 to \$200,000 loss of revenue as a result of being closed during the pandemic. In addition, reopening may be slow. Each department has been asked to calculate actual and estimated losses. The city will apply for FEMA reimbursement for any purchases made in response to COVID-19.

The library has saved money as follows: not hiring two summer workers, reducing purchase of new materials, and some staff have chosen not to work at this time.

e. Reopening

The director sent board members a draft of the library's plan to reopen; the plan will be presented to the city council on May 19<sup>th</sup>.

The plan will likely need ongoing updates and adjustments; library board members were advised to read related e-mails and send feedback.

The board agreed to allow the Library Director to reopen the library in phases, following CDC guidelines, city and state rules, in addition to coordinating with the Bridges Library System to ensure the safety of patrons and staff.

**BUSINESS AND DISCUSSION:**

a. Leave of absence request (action)

First extension: 3/23 to 6/12. Second extension: ends August 3<sup>rd</sup>.

Motion made to allow second extension and the employee must let the board know by the July 8<sup>th</sup> meeting what her decision is regarding returning to work. (Skretta, Brown-Kurtz; unanimous)

b. Election of Board Officers (action)

Motion made by Adams to continue with the same slate of officers (President- Griffith, Vice-president- Skretta, Secretary- Brown-Kurtz). Officers agreed to continue in their positions.

Seconded by Skretta; unanimous.

**NEW BUSINESS:** none

**NEXT MEETING DATE:** June 10, 2020

**ADJOURNMENT:** 7:00 p.m. (Adams, Zinn, unanimous)