

JEFFERSON PUBLIC LIBRARY BOARD MEETING MINUTES

July 8, 2020

PRESENT: Griffith, Skretta, Stelse, Zinn, Library Director Anderson

ABSENT: Adams, Brown-Kurtz, City Council Liaison Peg Beyer

EXCUSED: Pizano

GUESTS: none

COMMENTS FROM PUBLIC/CORRESPONDENCE: Comments from patrons has been positive in regards to the re-opening and limited hours.

Minutes from June 2020 were approved (Zinn, Skretta; Stelse abstained; unanimous)

COMMITTEE REPORTS: none

PERSONNEL/STAFFING: none; may need to form a committee in the near future

BUDGET/FINANCE: none

POLICY/PROCEDURES: none

BUILDING & GROUNDS: none

FOUNDATION BUSINESS: Monthly report from SCLS showed a gain in May; First quarter of 2020 with Jefferson Community Foundation (JCF) showed a significant loss.

AUDIT BILLS: Stelse reviewed the bills from June 2020, and asked for approval of the bills as follows:

Expenses:	\$ 5,855.35
Salaries:	34,397.26
Fringes:	8,327.80
TOTAL:	\$48,580.41

(Stelse; Skretta; unanimous by roll call vote)

STATISTICS: Review of Expenditures and Revenue: See handouts.

Circulation is down from 2019.

Transits to/from Jefferson are similar to last year.

Patrons are down 50% from last year.

Reference and tech assistance remains steady, despite fewer patrons.

E-book checkout is up 130.

Rural circulation is steady.

Some patrons continue to request no contact pick-up.

Hoopla information was provided. The Board will need to make a decision in the near future regarding the continuation of Hoopla.

Programming has been difficult to determine due to DPI qualifications and how programs are categorized.

DIRETOR'S REPORT:

a. Reopening

Library director continues to monitor county COVID data and CDC/DHS/Jefferson County Health Dept. recommendations. Library services will increase based on the data and recommendations.

b. Trustee Appreciation Virtual Event

Author Nikolas Butler will be the guest speaker on October 1st at 7 p.m. via virtual meeting.

BUSINESS AND DISCUSSION:

a. 2021 Budget/Capital (Informational)

City dept. heads met July 8th. Preparations have begun for the 2021 budget. Director Anderson will use the first six months of 2020 to guide decisions regarding the 2021 budget. Money for projects is in the Capital Five Year Plan, which has already been allocated.

b. Cleaning Service (Informational)

Kulhman's Cleaning Service (KCS) agreed to a 3 month trial with no contract for the remainder of 2020. The library may then re-negotiate or join under the City's contract for 2021.

KCS began the week of June 22nd.

Director Anderson will meet with KCS after 2-3 weeks to check-in.

NEW BUSINESS:

a. Jefferson Community Foundation- Fee assessment (Informational)

JCF sent a letter stating that "a fee of 0.2% will be assessed quarterly beginning July 1st (on the June 30th value) of investment funds. A fee of the greater of \$10 or 2% will be assessed for cash funds".

Director Anderson has reached out to JCF's new Administrative Assistant, Jill Nelson, to set up meeting to discuss the library's account/investments with the Foundation and to get clarification of the new administrative fees.

b. Retirement (Informational)

Hazel Rooker has announced her retirement, effective July 20, 2020. Hazel and Director Anderson are working with the City to make sure all required paperwork is in order.

NEXT MEETING DATE: August 12, 2020

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