

JEFFERSON PUBLIC LIBRARY BOARD MEETING MINUTES

June 10, 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 May 2020 were approved (Adams, Zinn; unanimous)

COMMITTEE REPORTS: none

PERSONNEL/STAFFING: none

BUDGET/FINANCE: none

POLICY/PROCEDURES: none

BUILDING & GROUNDS: Adams requested that the yellow lines be repainted on the outside library steps.

FOUNDATION BUSINESS: Quarterly report from SCLS showed a gain in April.

AUDIT BILLS: Brown-Kurtz reviewed the bills from May 2020, and asked for approval of the bills as follows:

Expenses:	\$10,654.93
Salaries:	40,696.70
Fringes:	9202.08
TOTAL:	\$60,553.71

(Brown-Kurtz; Skretta; unanimous by roll call vote)

STATISTICS: Review of Expenditures and Revenue: See handout.

So far this year, there have been 1108 uses of wireless (the total in 2019 was 1358). People continued to access wireless even when the library was closed.

941 e-books have been checked out (779 in 2019)

Three more virtual cards were issued in the past month.

No contact pick-up is at 412 this month; there has been a decline this month, but there are still some requests.

DIRETOR'S REPORT:

a. Summer Reading Program

Preregistration has begun for the summer library program. Suzanne and Julia are in charge.

b. Reopening

Reopening has gone smoothly. Patrons are pleased to return to the library. No concerns at this time.

Services will increase over time as deemed appropriate considering health and safety restrictions.

c. Hoopla

Hoopla launched in April. There were 72 new users in April; 9 in May. In May there were 77 total checkouts with an average cost per use of \$126.58. YTD spent is \$314.91.

Hoopla is a pilot program funded by Bridges at a cost of \$50,000. It will be offered until the money is gone.

There is currently a survey for users of Hoopla to provide feedback.

Karol (new Bridges' director) needs feedback from libraries regarding whether or not to continue Hoopla next year. If continued, each individual library may be asked to pay their portion of the program. This would impact the 2021 budget.

d. Guest Storytime Reader

Mayor Dale Opperman was the guest reader on May 18<sup>th</sup>.

Scott Adler from the Utilities department will read in June.

Readers have done a great job and patrons enjoy the readings.

NEW BUSINESS:

a. Cleaning Service (Informational/Action)

Vickie with Happy Vac has announced her retirement. Her last day will be June 19<sup>th</sup>.

Current service is \$717/month; \$8604 annually.

Library director has created a cleaning spec. sheet with input from Chris Kulhman. Chris owns Kulhman's Cleaning Services, which the City has used for the past 1.5 years.

Kulhman's quote is \$1320/month; \$7920 for the remainder of 2020, beginning in July.

\$8,700 was budgeted for janitorial services in 2020.

Kulhman's has agreed to a 3 month trial and continuation through the remainder of 2020.

The library could possibly renegotiate or join under the City's contract for 2021.

**Motion:** Adams made a motion to offer Kulhman's Cleaning Service a three month trial; 11 man hours of cleaning per week; \$1320/month.

Seconded by Skretta; unanimous

NEXT MEETING DATE: July 8, 2020

ADJOURNMENT: 6:40 p.m. (Skretta, Zinn, unanimous)