

JEFFERSON PUBLIC LIBRARY BOARD MEETING MINUTES

August 12, 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: A patron said that the library is one of the few places that she feels safe (in reference to the pandemic).

Minutes from July 2020 were approved (Skretta; Zinn; Adams abstained; unanimous)

COMMITTEE REPORTS:

PERSONNEL/STAFFING: Will need to post for a library assistant in the Youth Dept., 12-15 hours per week.

BUDGET/FINANCE: One employee will be picking up health insurance next year, which will be an expenditure of \$18,000.

POLICY/PROCEDURES: none

BUILDING & GROUNDS: none

FOUNDATION BUSINESS: Jefferson Community Foundation and SCLS

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

| | |
|-----------|-------------|
| Expenses: | \$12,009.49 |
| Salaries: | 24,883.83 |
| Fringes: | 7,064.17 |
| TOTAL: | \$43,957.49 |

(Skretta; Adams; unanimous by roll call vote)

STATISTICS: Review of Expenditures and Revenue: See handouts.

Library is currently open 39 hours per week; last year it was open 52 hours per week.

Bridges circulation is down an average of 41%, compared to last year. Jefferson circulation is down 31%. The range is from -13.3% in Johnson Creek to -49.56% in Waukesha (where patrons can only pick up holds).

DIRECTOR'S REPORT:

With school starting and more people going back to work, the library will expand hours beginning September 8th. Hours will be 10 a.m. to 7 p.m. Monday through Thursday, 10 a.m. to 5 p.m. Friday, and 9 a.m. to 1 p.m. Saturday.

The director will continue to monitor community conditions and recommendations from the state, local government, and the CDC.

There will be no in-person programming through November. Programming options will be evaluated every three months.

The Bridges 2020 Annual Trustee Appreciation Event will be held October 1st at 7 p.m. This year the event will be held virtually.

The agenda of the Trustee Training Week was e-mailed to the board members.

Story-Time Bundles will go home with parents and children. The bundle will include a packet with a book and activities to do at home.

Readers' Advisory Service Plan: Readers will fill out a form regarding what type of books they enjoy reading. Staff members will gather titles of books which may be of interest to readers.

BUSINESS AND DISCUSSION:

a. COVID-19 and Library Services (informational)

The City now has a Manager Guide for dealing with COVID-19 exposures. There have been two possible exposures at the library, but they turned out to be unsubstantiated. The Guide has proven helpful.

b. Jefferson Public Library Continued Plan of Action Regarding COVID-19 (informational/action)

A Plan of Action will outline the library's response to the pandemic and ensure the safety of employees and patrons. The Plan will outline three phases of library services- Closure, Partial Library Services, and Full Library Services. An additional section of the plan entitled In Case of Exposure will provide guidelines for possible exposure to employees or the public.

A motion was made by Skretta to approve the Plan as presented to the board. Seconded by Brown-Kurtz; unanimous.

c. 2020 Capital Plan (informational)

Meeting room AV systems and chairs \$22,500- moved to 2021 due to COVID

Equipment/Comp/Software updates \$5,000- on track for 2020

Replacement of server \$7,600- will need to be paid with 2020 and 2021 Equipment/Comp/Software funds

NEW BUSINESS:

a. Youth Work Room Renovation (action)

Received three bids. The lowest bid was \$50,900 from Neal Weihert LLC from Town and Country Homes. Construction will begin after September 8, 2020 and be completed by March 31, 2021.

There was \$50,000 in the 2020 budget for this project. \$4,500 was spend on The Design Alliance for architectural services.

Motion made by Adams; seconded by Pizano; unanimous by role call, to accept the low bid and fund the overage of \$5,400 using the Library Fund Balance.

b. Employee Updates (informational)

Jane Folbrecht resigned effective July 23, 2020. She has since passed away.

Suzanne Blair will retire effective December 26, 2020.

Jacque Rivera-Weber will step down from her position, effective August 31, 2020. She can still do interpreting, translation, and programming as needed.

NEXT MEETING DATE: September 9, 2020

ADJOURNMENT: 7:25 p.m. (Brown-Kurtz, Zinn, unanimous)