

JEFFERSON PUBLIC LIBRARY BOARD MEETING MINUTES

September 9, 2020

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

ABSENT: City Council Liaison Peg Beyer

EXCUSED: none

GUESTS: none

Approve agenda (Adams, Skretta; unanimous)

Minutes from August 2020 were approved with no corrections (Skretta; Pizano; unanimous).

COMMENTS FROM PUBLIC/CORRESPONDENCE: Jefferson Chamber of Commerce sent a thank you card for the items donated for the swag bags given to new teachers of Jefferson School District. Stepping Stones staff and residents sent a thank you to the library for providing them with books during the corona virus shut down.

FINANCE AND STATISTIC REPORTS: See handouts.

Hoopla had 99 checkouts in August.

Interlibrary loans are starting to increase, but not all libraries are open yet.

Jefferson County rural and other municipalities' circulation is approximately the same as it was in 2019 at this time in the year.

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

Expenses:	\$ 4,863.15
Salaries:	22,722.06
Fringes:	6,370.53
TOTAL:	\$33,955.74

(Stelse; Adams; unanimous by roll call vote)

COMMITTEE REPORTS:

Personnel/Staffing: none

Budget/Finance: none

Policy/Procedures: none

Building & Grounds: none

FOUNDATION BUSINESS: SCLS spreadsheet indicates that the investment continues to make gains since March 2020, but has not returned to its highest value in December 2019.

DIRECTOR'S REPORT:

The director attended three webinars from the Trustee Training Week presentations.

1. Recruiting and Engaging Friends and Trustees Under Age 40
Trustees and library staff should have an "elevator pitch" to explain what the library, library board, and Friends Group does and how it effects the community.
2. Core Values of Librarianship
Libraries need to be sustainable. They are not a business, but rather a public service. Libraries need to be cared for and available to all.
3. Equity, Diversity, and Inclusion: What Library Trustees Need to Know

We need to review all library policies and procedures using an equity/diversity/inclusion lens.

Summer Reading Program

While stats were impacted by the pandemic, the library was still able to support the community. There were a total of 211,088 minutes read; 88% of participants signed up by using Beanstack; 54% of total minutes were read by youth.

In Memory of Jane Folbrecht

Donations are being accepted in honor of Jane, including a \$50 donation from the Deerfield School District, where she was a teacher. Adams and Skretta suggested donating children's books in her memory.

BUSINESS AND DISCUSSION:

a. COVID-19 and Library Services (informational)

Hours are Monday- Thursday 10 a.m. to 7 p.m.

Friday- 10 a.m. to 5 p.m.

Saturday- 9 a.m. to 1 p.m.

b. Grants- Cares Technology Act and Bridges Innovation (Informational)

Cares Technology Act (\$1210.47) was designed in response to COVID; web cams and headsets w/mic, portable sound system, and portable receipt printer

Bridges Innovation (\$1164) focuses on ADA accommodations; last year this grant will be offered; kid size shopping carts for books, adult ADA roller walker with cart, modifications on current carts to prevent tipping, acrylic informative/promotional sign holders, window two way flyer holder, book easels, and stands for displays

c. Cleaning Service (Informational/Action)

Quote from Jim's Janitorial- \$740/month if library provides all cleaning supplies and equipment; \$840/month if Jim's provides all supplies and equipment; 3 hours x 3 days per week; KCS- \$1050/month (they provide supplies and equipment); three month trial has gone well

Adams made a motion to retain KCS as cleaning service for 2021 at \$1050/month. Seconded by Skretta; unanimous by roll call vote

NEW BUSINESS:

a. 2021 Budget (Informational)

First draft of Requested Funds for 2021 has been submitted.

2021 draft has been balanced without any significant cuts.

Director will ask the Friends Group to fund the 2021 month service fee for hotspots (\$1000).

b. Employee Updates (Informational)

Sue McKechnie will be retiring effective January 7, 2021. She will have 90 hours of PTO that will roll over into January. She will be paid for her PTO as most staff have not been taking vacations during COVID.

Director has begun the interview process for the 50% Library Assistant position in the youth dept.

The search for Sue and Suzanne's replacements will begin in mid to late October.

NEXT MEETING DATE: October 14, 2020

ADJOURNMENT: 7:11 p.m. (Skretta, Zinn, unanimous)