

JEFFERSON PUBLIC LIBRARY BOARD MEETING MINUTES

October 14, 2020

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

ABSENT: City Council Liaison Peg Beyer

EXCUSED: Skretta

GUESTS: none

Approve agenda (Adams, Stelse; unanimous)

Minutes from September 2020 were approved with no corrections (Adams; Stelse; unanimous).

COMMENTS FROM PUBLIC/CORRESPONDENCE: none

FINANCE AND STATISTIC REPORTS: See handouts.

Circulation and library usage statistics are similar to the past few months. Juvenile circulation in September 2020 was a bit higher than September 2019.

With some modifications in the budget, the library has approximately 5% more unexpended funds compared to this time in 2019. Not sure if the library will be reimbursed for COVID related supplies (alcohol wipes, masks, gloves, plexiglass).

County tax revenue was \$7,121.76 more than anticipated. Public charges for services is below anticipated revenue due to COVID.

AUDIT BILLS: Brown-Kurtz will review the bills from September 2020 (in person on October 15, 2020).

Adams asked for approval of the bills as follows:

Expenses:	\$ 8,119.12
Salaries:	22,879.54
Fringes:	6,371.87
TOTAL:	\$37,370.53

(Adams; Pizano; unanimous by roll call vote)

COMMITTEE REPORTS:

Personnel/Staffing: none

Budget/Finance: none

Policy/Procedures: none

Building & Grounds: none

FOUNDATION BUSINESS: SCLS monthly report

DIRECTOR'S REPORT:

- a. In Memory of Jane Folbrecht- The library has purchased Children's Seating in memory of Jane. See <https://www.demco.com/children-s-factory-trade-boytie-seating> \$250 was also received from a couple in the area. That money will be used to purchase books for the Busy Bags project that Jane started.
- b. Friends of the Library- Book sale was held October 2nd and 3rd. \$583.75 was raised. Piggly Wiggly Round Up fundraiser total will be revealed next month.

- c. Library Board Members Spotlight- Angie R. and Julia B. are introducing the board members to the community via the Spotlight. A brief write-up will be done for each board member.
- d. Library History- Jefferson Pubic Library first opened 11-7-1907. It was located above Robisch's Hardware Store and was only open a few days a week.
11-30-1911 the library moved to the Carnegie building.
9-8-1985 the library moved to its current location.
2022 will mark the 115th year the library has been in existence. Start thinking of ways we can celebrate this anniversary.

BUSINESS AND DISCUSSION:

- a. COVID-19 and Library Services (informational)
There have been no changes in hours of operation this past month.
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.
Staff has been healthy and safe. If employees get sick, consideration would have to be made to decrease the number of days or hours the library is open.
- b. New Employee (informational)
Nathan Fuller has been hired as the new part-time (50%) Library Assistant in Youth Services. Nathan started working on 9-21-2020.
- c. 2020 Library Holidays and Closings (informational/action)
The City offers 11 paid holidays, which is 88 hours. The library currently has only has 10 paid days.
Motion: Close the Friday after Thanksgiving, which is a ½ day and close at 1 p.m. the day before Christmas Eve (instead of 5 p.m.).
Adams; Stelse; unanimous

NEW BUSINESS:

- a. 2021 Library Holidays and Closings Calendar (action)
The 2021 calendar is similar to 2020, with the exceptions of July 5th being a holiday because the 4th falls on a Saturday and Christmas Day is on a Saturday, so the library will be closed on December 27th.
Motion to approve the 2021 calendar- Stelse; Brown-Kurtz; unanimous
- b. Rollover of PTO Hours (action)
Sue McKechnie will have 90 hours PTO when she retires effective 1-7-2021. The City policy states that an employee can roll over 40 PTO hours on their anniversary date. Due to COVID, some exceptions are being made to this policy as not all employees used their PTO.
Motion to allow Sue to roll over her 90 hours PTO on her anniversary date of 1-1-2021.
Brown-Kurtz; Stelse; unanimous
- c. County Library Tax Exemption (informational)
The City of Jefferson will appropriate and expend at least \$184,424 in order to exempt itself from the county library tax. The required certification was approved by the city council 9-15-20 and mailed to the County.

d. Job Descriptions (action)

Two job descriptions were reviewed: 1. Head of Circulation and Interlibrary Loan and 2. Adult Services, Programming, and Outreach.

Motion made to accept the job descriptions as presented.

Adams; Zinn; unanimous

e. 2021 Budget (informational)

Director Anderson met with the City Council 10-12-20 to discuss the 2021 budget.

There are changes due to retirements and a staff member choosing to take health insurance in 2021. Contractual services (janitorial services) and periodicals are two other areas that have increased. The city requested that the library budget not exceed \$582,600.

The city is not allowing wage or step increases, but is offering a one-time \$1,500 bonus in 2021.

Evaluations must be done for employees to qualify for the bonus.

There have been no changes in the five year capital plan.

2021- Start the \$150,000 ADA three-year project

Landscaping

Youth department renovation

NEXT MEETING DATE: November 11, 2020

ADJOURNMENT: 7:03 p.m. (Brown-Kurtz, Zinn, unanimous)