

JEFFERSON PUBLIC LIBRARY BOARD MEETING MINUTES

December 9, 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 November 2020 were approved with no corrections (Adams, Pizano; unanimous).

COMMENTS FROM PUBLIC/CORRESPONDENCE: a. Received a card from "Tomorrow's Hope Fairy Godmother". The card thanked the library staff for providing a safe and clean place to visit. In addition, a \$50 gift card was received for staff to have a pizza party at Jefferson Café.
b. Girl Scout Troup 2469 sent a card with a photo of them in front of the library completing the scavenger hunt.
c. Received a thank-you card from Suzanne Blair for the retirement gifts.

FINANCE AND STATISTIC REPORTS: See handouts. Jefferson Public Library's circulation is within the average range for the Bridges library system. Circulation is down approximately 20%, which is the percentage of time the library has been closed during the pandemic and reflects the reduction of open hours to the public. There continue to be adult and youth programs offered to the public, such as a self-paced book club, Herb Blurb, and Make and Take Crafts.

A receipt printer has been purchased.

Revenue is low for Public Charges for Services, due to the library being closed for COVID.

AUDIT BILLS: Stelse will review the bills from November 2020 (in person). Stelse asked for approval of the bills as follows:

Expenses:	\$15,626.91
Salaries:	22,942.78
Fringes:	6,503.57
TOTAL:	\$45,073.26

(Stelse, Adams; unanimous by roll call vote)

COMMITTEE REPORTS:

Personnel/Staffing: none

Budget/Finance: none

Policy/Procedures: none

Building & Grounds: none

FOUNDATION BUSINESS: none

DIRECTOR'S REPORT:

- a. The Book Mark Campaign- Staff was close to reaching the goal of 80 sign ups. An ice-cream party will be held soon.
- b. City of Lights Parade- Four staff members participated on December 5th.

- c. Mayoral Proclamations- Sue M. and Suzanne B. were presented with a Mayoral Proclamation for their service to the community. The meeting was held live and virtually, so that family members could also attend.
- d. Library Assistant- New Hire- Gina Wedekind was hired as part-time library assistant. She will work in both the adult and youth departments. Her training will begin December 9th.
- e. Julia, the Youth Services Librarian, presented information regarding Project READY (Reimaging Equity and Access for Diverse Youth). It is a self-paced on-line curriculum offered by WI DPI for library staff, which covers race, equity, and access. Julia has been chosen to participate in the program. She will complete the first of three sections by May 2021.

BUSINESS AND DISCUSSION:

- a. COVID-19 and Library Services Update (informational)
Hours and days open remain the same.
The CDC quarantine recommendations were changed to 7-10 days, depending upon the situation.
- b. Annual Reviews (informational)
Reviews are due to the city by December 14th.
There will be no pay raises for 2021 employees, but the City Council has budgeted for a one-time payment of \$1,500 for full-time employees and a prorated amount for employees working 50% or more.

NEW BUSINESS:

- a. County Contract for Library Services (action)
The contract between Jefferson County and the Jefferson Public Library for 2021 is \$96,231.
Motion made to approve the 2021 county contract for library services. (Adams, Zinn; unanimous)
- b. Holiday Gifts for Staff (action)
Total of \$500 in Chamber Bucks (\$75 for two full-time employees; \$50 for six part-time employees over 20 hours; \$25 for two employees under 20 hours).
Motion made to approve the purchase of holiday gifts as stated above. (Adams, Brown-Kurtz; unanimous)

NEXT MEETING DATE: January 13, 2021

ADJOURNMENT: 7:00 p.m. (Zinn, Stelse; unanimous)