

JEFFERSON PUBLIC LIBRARY BOARD MEETING MINUTES  
November 11, 2020

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

ABSENT: City Council Liaison Peg Beyer

EXCUSED: Stelse

GUESTS: none

Approve agenda (Skretta, Adams; unanimous)

Minutes from October 2020 were approved with no corrections (Adams, Pizano; unanimous).

COMMENTS FROM PUBLIC/CORRESPONDENCE: none

FINANCE AND STATISTIC REPORTS: See handouts. Juvenile circulation continues to do well. Overall, Jefferson Public Library's circulation for the month of October and the 2020 year falls in the middle of most Bridges Libraries. E-book checkouts and Hoopla continue with good numbers.

There have been a number of self-directed programs, such as Poke the Pumpkin in October, and Thank You cards in November. A Readers' Advisory Program has begun whereby library staff will bundle books for youth and adults that coincide with readers' interests.

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

Expenses:	\$ 8,047.31
Salaries:	36,416.17
Fringes:	6,478.30
TOTAL:	\$50,941.78

(Pizano, Skretta; unanimous by roll call vote)

COMMITTEE REPORTS:

Personnel/Staffing: none

Budget/Finance: none

Policy/Procedures: none

Building & Grounds: none

FOUNDATION BUSINESS: SCLS monthly report/Jefferson Community Foundation quarterly report  
Jefferson Community Foundation report indicates that the account has increased in the past quarter.

DIRECTOR'S REPORT:

- a. The Book Mark Campaign- During the month of November, the library is doing an internal campaign to get patrons signed up for the electronic monthly newsletter, **The Book Mark**. (Paper copies are available at the front desk.) If staff get the total registration to 60, they earn an ice cream party. If they get to 80, each staff member will receive one hour of comp time, to be used in December.
- b. Sue and Suzanne's Retirement Breakfast and Gift- Breakfast will be December 2, 2020 from 9-10 a.m. Sue has worked 35 years and Suzanne has worked at the library for 24 years. Library staff are purchasing a bike rack to be placed at the back entrance in honor of their years of service. A plaque will include their names and the number of years they worked.

- c. Help Now- Offers live tutors on-line for elementary through adult learners. In October, this service was used 252 times. Help Now is a digital resource that can be accessed on the Jefferson Public Library's website.

**BUSINESS AND DISCUSSION:**

- a. COVID-19 and Library Services Update (informational)

Hours and days open remain the same.

The library has never reached their 25 patrons max during the pandemic. Often there are 3-4 patrons in the library at one time. Most patrons stop in to pick up items and then leave.

No contact pick-up will continue.

- b. Mask Policy (action)

If patrons cannot wear a mask, they will be asked to access curbside service for printing, use of the copier, or faxing. They may also request books and other materials via no contact pick-up.

The State Mask Mandate is set to expire on November 21, 2020. In light of this, a motion was made to adopt the Guidelines for Reopening Libraries During the COVID-19 Pandemic document with changes that were made during the meeting.

Brown-Kurtz, Skretta; unanimous

- c. Employee Search and Updates (informational)

Courtney Reath has been hired for the Head of Circulation and Interlibrary Loan Librarian position, and will begin January 8, 2021.

Interviews have been completed for the Adult Services, Programming, and Outreach Librarian position. The job has been offered to one of the interviewees who had strengths in the areas of technology and community outreach. That position begins December 28, 2020 or shortly thereafter.

- d. Youth Renovation (informational/action)

The initial budget and quote from Northside did not include updating or replacing the cabinets. To make the renovation more complete, a motion was made to replace the back cabinets and counter tops to match the upstairs renovation, at an additional cost of \$7,081.

Adams, Pizano; unanimous by roll call

**NEW BUSINESS:**

- a. Bridges Library System Member Library and Café Agreement (action)

A motion was made to approve the annual contract with the Bridges Library System.

Adams, Skretta; unanimous

- b. Employee Retirements (action)

A motion was made to purchase \$200 in Chamber Bucks and \$100 in honorary library materials for each retiree (Sue and Suzanne).

Adams, Brown-Kurtz; unanimous

**NEXT MEETING DATE:** December 9, 2020

**ADJOURNMENT:** 7:45 p.m. (Skretta, Brown-Kurtz; unanimous)