

JEFFERSON PUBLIC LIBRARY BOARD MEETING MINUTES  
January 13, 2021

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

ABSENT: City Council Liaison Peg Beyer

EXCUSED: Pizano

GUESTS: Two new library employees were introduced:

Courtney Reath- Head of Circulation and ILL Librarian

Courtney is excited for what the future holds for the Jefferson Library.

Minda Maurer- Adult Services, Programming, and Outreach Librarian

Minda is eager to engage in collaboration and outreach in the community.

Approve agenda: (Adams, Zinn; unanimous)

Minutes from December 2020 were approved with no corrections (Adams, Zinn; unanimous).

COMMENTS FROM PUBLIC/CORRESPONDENCE:

- a. Thank you note from Sue McKechnie for retirement gifts and support during her years of employment.
- b. Thank you note from library staff for holiday gifts.
- c. Thank you note from the Jefferson Food Pantry for holiday donation of \$140 from the library staff.

FINANCE AND STATISTIC REPORTS: See handouts. Total circulation was down 24% from 2019. Juvenile circulation was up 13% for the month of December, compared to 2019. There were 996 E-book users in December 2020.

2020 Budget ended with 10.9% unexpended. Wages and fringes for the end of December will still be taken from this budget. Projected surplus once all bills for 2020 are paid.

2020 Revenue ended with 100.35% realized.

AUDIT BILLS: Brown-Kurtz will review the bills from December 2020 (in person). Adams asked for approval of the bills as follows:

Expenses:	\$10,229.29
Salaries:	24,161.45
Fringes:	6,605.75
TOTAL:	\$40,996.49

(Adams, Zinn; unanimous by roll call vote)

COMMITTEE REPORTS:

Personnel/Staffing: none

Budget/Finance: none

Policy/Procedures: none

Building & Grounds: none

FOUNDATION BUSINESS: SCLS monthly report indicated a gain of approximately \$9,000 in December 2020; a gain of \$28,000 in 2020; a gain of \$55,000 from February 2019 to the present.

## DIRECTOR'S REPORT:

- a. Association of Public Libraries  
Melissa will be the secretary for 2021.
- b. RFID Project  
All adult fiction books have been tagged. (over 8,000 items; nearly 38 hours, with ½ of those hours completed voluntarily)  
The Youth department will begin tagging in March.  
The goal is to have all print materials tagged by July or August 2021.
- c. Baker and Taylor's Sustainable Shelves Project  
Friends of the Library supported this project. Baker and Taylor bought 15 boxes of books for \$402 (just under \$1 per book). This amount will be credited to Jefferson Public Library for future purchases.

## BUSINESS AND DISCUSSION:

- a. COVID-19 and Library Services Update (informational)  
Hours and days open remain the same.  
The Federal Families First Act Policy expired Dec. 31, 2020. The Jefferson City Council has updated the City of Jefferson Policy- Families First Compliance Act, which addresses how employees who are unable to work due to COVID will be handled.  
-Policy is effective Jan. 1 to June 30, 2021.  
-Employees may receive up to 10 days (per incident) of pay without impacting accrued leave. Wages will only be paid if an employee is directed to stay home.  
-FMLA reimbursement for childcare/school closures is no longer available. Staff may take PTO or work from home (if applicable).
- b. Renovation Project (informational)  
Construction began Jan. 4<sup>th</sup> and should be completed by Jan. 25<sup>th</sup>.  
Better use of the space makes the Youth Department look bigger.

## NEW BUSINESS:

- a. Employee Personnel Manual- Revision of the *Conversion of Extended Medical and Illness Bank Credits* policy (action)  
Effective Jan. 1, 2021, the City will convert and place existing Extended Medical and Illness (EXT) hours into a holding account until that employee retires. Upon retirement, the employee can use the existing amount to pay insurance premiums.  
No additional EXT hours will be placed in accounts.  
All employees are now encouraged to use EXT hours for illness or medical reasons.  
NOTE: Those employees hired after 2012 have not been able to convert EXT hours, so the new policy only applies to those hired prior to 2012; the new policy affects two current library employees.)

Action: The Library Personnel Manual will be updated to reflect the new policy. The updated manual will be available for the Board to review and approve at the February meeting.  
Moved by Adams; seconded by Zinn; unanimous

NEXT MEETING DATE: February 10, 2021

ADJOURNMENT: 6:50 p.m. (Skretta, Stelse; unanimous)