

JEFFERSON PUBLIC LIBRARY BOARD MEETING MINUTES
February 10, 2021

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

ABSENT: City Council Liaison Peg Beyer

EXCUSED: Zinn

GUESTS: none

Approve agenda: (Adams, Brown-Kurtz; unanimous)

Minutes from January 2021 were approved with no corrections (Stelse, Skretta; unanimous).

COMMENTS FROM PUBLIC/CORRESPONDENCE: none

FINANCE AND STATISTIC REPORTS: See handouts. The handouts are in a new format, which is easier to read and offers comparisons for three years of circulation statistics. There is also a color, one page summary (for the year 2020 and the month of January), which can be shared with library patrons and city council members.

AUDIT BILLS: Stelse will review the additional bills from December 2020 and January 2021 (in person). Stelse asked for approval of the bills as follows:

Additional December 2020:

Expenses:	\$ 2,470.14
Salaries:	4,327.41
Fringes:	0.00
TOTAL:	\$ 6,797.55

(Stelse, Adams; unanimous by roll call vote)

January 2021:

Expenses:	\$22,642.87
Salaries:	32,305.73
Fringes:	14,151.34
TOTAL:	\$69,099.94

(Stelse, Adams; unanimous by roll call vote)

COMMITTEE REPORTS:

Personnel/Staffing: none

Budget/Finance: none

Policy/Procedures: none

Building & Grounds: none

FOUNDATION BUSINESS: SCLS monthly report has not been received yet. The Jefferson Community Foundation quarterly report (October 1- December 31, 2020) indicated a growth of approximately \$20,000.

DIRECTOR'S REPORT:

a. Continuing Education

Director Anderson attended three sessions at the Wild Wisconsin Winter Web Conference- Nitty Gritty Policy Makeover, Library Director Jenga: The Perpetual Challenge, and Decreasing Barriers to Library Use.

b. Polaris Upgrade

Upgrade was completed 1-21-21. This upgrade allows for more copy cataloging in LEAP, the ability to do bulk changes in bib records, and has a new hold request option.

Two more upgrades are scheduled during 2021.

c. Youth Renovation

The project will be completed once the IT personnel transfer and hook up the computers.

d. Outdoor Signage

Director Anderson is getting quotes for signs, which identify the library, to present to the Board for review in March.

e. Landscaping

Director Anderson will obtain quotes in spring for the landscape project.

f. ADA Improvements

This is a three year project. This year will focus on the front entrance and the steps, including new handrails and an electronic assist for the front door.

g. Meeting room AV and furniture

Director has been asked by the City Council to get quotes. The project will focus on the AV portion as a priority and remaining funds will go towards the furniture.

h. WI Veterans of Foreign Wars Auxiliary Post 3589 Book Donation

Jefferson Library was chosen as the recipient for books donated through the *Patriotism Through Literacy* campaign. Library staff were able to choose two books in each of six grade levels. The books focus on events and people in US history.

BUSINESS AND DISCUSSION:

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

The City and Library will continue with the current building use and mask policy.

Librarians will be included in the next group to be given COVID vaccines, beginning March 1st.

b. Employee Personnel Manual- Approve the revision of the *Conversion of Extended Medical and Illness Bank Credits* policy (action)

Motion by Skretta; seconded by Adams; unanimous.

NEW BUSINESS:

a. Fees, Overdues, and Charges for 2021 (action)

Reviewed the document Fees, Overdues, and Charges 2021. No changes from 2020 document.

Motion by Adams; seconded by Pizano; unanimous.

Revenue for fines in 2020 was \$3,015.70.

Discussion followed that some libraries are choosing to have "no fines". However, some libraries will bill the patron for unreturned materials after 4-6 weeks. There are many issues surrounding the "no fines" policy, including the impact on libraries which continue to use fines.

b. 2020 Annual Report (action)

Motion to approve and have board president sign the 2020 annual report.

Motion by Skretta; seconded by Stelse; unanimous.

NEXT MEETING DATE: March 10, 2021, virtual

ADJOURNMENT: 7:15 p.m. (Skretta, Brown-Kurtz; unanimous)