

JEFFERSON PUBLIC LIBRARY BOARD MEETING MINUTES

March 10, 2021

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

ABSENT: City Council Liaison Peg Beyer

EXCUSED: Adams, Skretta

GUESTS: none

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

Minutes from February 2021 were approved with a correction. (Stelse, Pizano; unanimous).

COMMENTS FROM PUBLIC/CORRESPONDENCE: none

FINANCE AND STATISTIC REPORTS: See handouts

Statistics have been holding steady throughout the pandemic, with fewer hours and less foot traffic coming in the building.

Expenditures included the annual elevator service contract and the Youth Department renovation.

AUDIT BILLS: Brown-Kurtz will review the bills from February 2021 (in person). Brown-Kurtz asked for approval of the bills as follows:

| | |
|-----------|--------------|
| Expenses: | \$74,357.22 |
| Salaries: | 23,456.33 |
| Fringes: | 8,104.02 |
| TOTAL: | \$105,917.57 |

(Brown-Kurtz, Stelse; unanimous by roll call vote)

COMMITTEE REPORTS:

Personnel/Staffing: none

Budget/Finance: none

Policy/Procedure: none

Building & Grounds: none

FOUNDATION BUSINESS: SCLS Foundation Report indicates stability in early 2021.

DIRECTOR'S REPORT:

a. Library Legislative Day, February 16-17

Director attended two sessions, one with Senator Stephen Nass and one with Assembly Representative Cody Horlacher. Both sessions went well.

b. Continuing Education

Held as a webinar on February 18th. Librarians pre-submitted questions from across the state regarding topics related to COVID-19 (vaccines, mask requirements and working conditions for employees). The webinar reinforced the practices currently being used at the Jefferson Public Library.

c. Library Projects

Director has requested three quotes for AV/furniture. One quote has come in; others are expected by mid-March.

d. Virtual Programming Series

Bridges Library System has collaborated to create new programming, including virtual speakers. From January through May, Jefferson Public Library will host five speakers in coordination with 21 other libraries. In addition to cost-sharing, Bridges' librarians have worked together to handle the logistics involved in these events. Friends of the Library are paying Jefferson's portion (\$220).

Following are the events planned for Jefferson Public Library:

Health Disparities and Race in the time of COVID-19

An Evening with Michael Perry- March 11

How to Draw Cartoons with Paul Merklein- April 8

Well Loved Wisconsin Plants with Melinda Myers- April 27

Explore Wisconsin Foodie with Luke Zahm- May 6

e. Libraries Step Up Spring Campaign

Libraries have started a postcard campaign to let state and local officials know public libraries have stepped up during the pandemic. Patrons may pick up postcards and a handout which has addresses and talking points.

f. Youth Renovation Project

Project is complete. Final costs follow: Neal Weihert LLC (Town & Country Homes) \$33,916; Wood Design INC (cabinets) \$24,727; JM Carpets \$773.28; Brodart (book return) \$711.94; Design Alliance \$4500; TOTAL \$64,628.22

All invoices will be paid out of the Library Fund Balance.

New book shelves- Friends of the Library gave \$2000; Kiwanis gave \$500.

BUSINESS AND DISCUSSION:

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

Library employees are now eligible for vaccinations.

Some libraries are no longer quarantining transit materials and opening earlier (due to less time employees spend with duties related to quarantining materials).

b. 2020 Annual Report (informational)

Was signed by the library board president. One copy went to Bridges and one was filed with the Board meeting packet.

Director presented a year in review to the City Council on March 2nd. There was much interest and many positive comments. The Director would like to present again in fall 2021.

NEW BUSINESS:

a. Outdoor Signage Project (Informational)

Signage includes adding the library name to the outside of the building, book return signs, and updated street and parking signs.

Have received 3 of the 4 requested quotes.

There is \$16,500 in the budget for the signage and landscaping projects combined.

A building and ground committee will be formed when all of the quotes come in.

Pizano expressed interest in being on the committee. Director will send e-mail to all board members to ask for participation on the committee.

b. Gemuetlichkeit Family Fun Night 2021 (informational)

Library staff would like to volunteer to participate and co-host Family Night September 8th. The event will be held at the VFW Rec Center for the second year in a row. Due to COVID, the library did not participate in 2020.

It should be noted that alcohol is served at the bar in the VFW building. The sale of alcohol will not be advertised and the bar holds all appropriate licenses. Weather permitting, many of the activities will be held outside.

NEXT MEETING DATE: April 14, 2021, virtual

ADJOURNMENT: 7:02 p.m. (Stelse, Zinn; unanimous)