

JEFFERSON PUBLIC LIBRARY BOARD MEETING MINUTES

April 14, 2021

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

ABSENT: City Council Liaison Peg Beyer

EXCUSED: Griffith

GUESTS: none

Approve agenda: (Adams, Stelse; unanimous)

Minutes from March 2021 were approved. (Stelse, Zinn; unanimous, with Adams and Skretta abstaining due their absence at that meeting).

COMMENTS FROM PUBLIC/CORRESPONDENCE: none

FINANCE AND STATISTIC REPORTS: See handouts

There were 13 new cardholders in March. There were 5 different take-and-makes for adults and teens, which were very popular. Computer and WIFI use have both increased. The virtual event with author Michael Perry was held March 11th. Friends of the Library raised \$340 from the pie-day sale.

AUDIT BILLS: Adams will review the bills from March 2021 (in person). Adams asked for approval of the bills as follows:

Expenses:	\$5,947.75
Salaries:	23,757.38
Fringes:	7,755.47
TOTAL:	\$37,460.60

(Adams, Zinn; unanimous by roll call vote)

COMMITTEE REPORTS:

Personnel/Staffing: none

Budget/Finance: none

Policy/Procedure: none

Building & Grounds: New quotes were requested from vendors after the committee reviewed the initial quotes and discussed the type, placement, and use of signs. The new quotes will allow the committee members to compare costs of similar signs and installation of those signs.

FOUNDATION BUSINESS: Both Jefferson Community Foundation and SCLS are showing good growth.

DIRECTOR'S REPORT:

- a. Continuing Education- All library staff attended the webinar Dementia Friends, which was offered by the Jefferson Aging and Disability Resource Center and Bridges. The webinar was relevant to library staff in their quest to support all patrons, including those who may have dementia.
- b. Library Projects- Meeting room furniture and AV equipment. Director is currently working with two vendors. Proposals should be ready to present to the council at their May meeting.
- c. April Programming- See the April calendar at <https://www.jeffersonwilibrary.org/wp-content/uploads/2021/03/April-Calendar.pdf> Help spread the word about the many great programs offered at the library!

BUSINESS AND DISCUSSION:

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

The staff have stopped quarantining transit items. Items returned to the drop boxes are still quarantined for 24 hours.

New hours beginning April 26th: Monday- Thursday 9:30 a.m. to 7:00 p.m.

Friday- 9:30 a.m. to 5:00 p.m.

Saturday- 9 a.m. to 1:00 p.m.

The goal is that the library will return to their regular summer hours by June 1st. (This would have the library opening at 9:00 a.m. every day, and closing at 5:30 on Fridays.)

b. Patron Use of Building Policy (action)

The City's mask policy has changed as the mask mandate is no longer applicable in Wisconsin. The City will no longer require masks and would like for this policy to be consistent in all city buildings.

Proposal: The Library will change the Policy: Patron Guidelines for Building Use During COVID-19, to remove the requirement that patrons wear face coverings while in the library. Staff and volunteers will still be required to wear a mask while working in the building. Signage and talking points will reflect that it is *strongly encouraged* that patrons wear a mask in the library.

(Adams, Pizano; approved with nays from Brown-Kurtz and Skretta)

NEW BUSINESS: none

NEXT MEETING DATE: May 12, 2021, hybrid (virtual and in-person)

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