

JEFFERSON PUBLIC LIBRARY BOARD MEETING MINUTES

May 12, 2021

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

ABSENT: City Council Liaison Peg Beyer

EXCUSED: none

GUESTS: none

Approve agenda: (Adams, Pizano; unanimous)

Minutes from April 2021 were approved. (Skretta, Stelse; unanimous)

COMMENTS FROM PUBLIC/CORRESPONDENCE: none

FINANCE AND STATISTIC REPORTS: See handouts

Circulation continues to increase. Digital resources (Overdrive and Hoopla) have also increased. There were 18 new card holders in April. In April, in the Bridges system, Jefferson had the highest number of Homework Help Now users at 359; New Berlin had the 2<sup>nd</sup> highest number of uses, at 69.

AUDIT BILLS: Pizano reviewed the bills from April 2021 and asked for approval of the bills as follows:

|           |             |
|-----------|-------------|
| Expenses: | \$11,250.26 |
| Salaries: | 24,639.08   |
| Fringes:  | 7,239.51    |
| TOTAL:    | \$43,128.85 |

Stelse and Brown-Kurtz also reviewed the April bills.

(Pizano, Stelse; unanimous by roll call vote)

COMMITTEE REPORTS:

Personnel/Staffing: none

Budget/Finance: none

Policy/Procedure: none

Building & Grounds:

- a. Outdoor Signage: Bauer Signs and Lighting (New Berlin) will create and install the new signage for \$7,740. It will take 6-8 weeks before installation, once they receive the down payment. Jefferson Current Electric will install lighting for the front entrance sign.
- b. Landscaping: Director Anderson will meet with McKay Nursery on May 13<sup>th</sup>. If their proposal and budget meets the design requirements, this project will move forward.
- c. Collaboration with High School Art Department: Julie Hardin, Jefferson H.S. art teacher will work with students to paint murals on the two wooden enclosures at the back of the building. Students will be required to submit their ideas for final approval. One painting may be done this spring, if possible. Otherwise, both paintings will be done in fall.

FOUNDATION BUSINESS: SCLS experienced good growth in April.

DIRECTOR'S REPORT:

- a. New Staff Member: Sarah Howells started 4-5-21. She will work part-time as an assistant in both the adult and youth departments.

- b. Library City Projects: The final proposal for the meeting room AV/furniture was submitted to the City Council for review on 5-4-21. It was approved. It will include 2- 86" displays with touch screens controllers, 9 speakers, a microphone system, and assisted hearing lanyards.
- c. May Programming: Check out all of the different programs and activities for all ages at <https://www.jeffersonwilibrary.org/programs-and-events/>.

**BUSINESS AND DISCUSSION:**

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

On June 1<sup>st</sup>, the library will open at 9 a.m. and resume regular summer hours.

Beginning May 1<sup>st</sup>, the city building employees were no longer required to have temperature checks.

On July 1<sup>st</sup>, wage protection will end. At that point, employees will need to use vacation time or unpaid days for COVID-related time off from work.

**NEW BUSINESS:**

- a. Election of Board Officers (action)

Motion: Keep the same officers.

Stelse, Brown-Kurtz; unanimous

- b. Logo (informational)

The library will launch a new logo on June 1<sup>st</sup>. The logo will be used for promotional materials and advertising.

Library cards still have the old logo on them, but could be changed to have CAFÉ or our own design in the future.

**NEXT MEETING DATE:** June 9, 2021, hybrid (virtual and in-person)

**ADJOURNMENT:** 7:00 p.m. (Stelse, Brown-Kurtz; unanimous)