

JEFFERSON PUBLIC LIBRARY BOARD MEETING MINUTES

July 14, 2021

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

ABSENT: Stelse, City Council Liaison Peg Beyer

GUESTS: none

Approve agenda: (Skretta, Adams; unanimous)

Minutes from June 2021 were approved. (Adams, Skretta; with Brown-Kurtz, Pizano, Zinn abstaining due to absence; unanimous)

COMMENTS FROM PUBLIC/CORRESPONDENCE: none

FINANCE AND STATISTIC REPORTS: See handouts

Library visits continue to be down, compared to 2019 numbers. Visits have increased by 1,098, compared to numbers in June, 2020.

There were 31 new cardholders in June.

Passive self-directed activities continue to be popular and will likely continue.

AUDIT BILLS: Zinn reviewed the bills from June 2021, and asked for approval of the bills as follows:

Expenses:	\$10,215.50
Salaries:	25,985.60
Fringes:	8,122.81
TOTAL:	\$44,323.91

Brown-Kurtz and Pizano also reviewed the bills from June 2021.

(unanimous by roll call vote)

COMMITTEE REPORTS:

Personnel/Staffing: none

Budget/Finance: none

Policy/Procedure: none

Building & Grounds: none

FOUNDATION BUSINESS: After a decline during COVID, SCLS has seen consistent growth since February 2021 and is approximately \$45,000 above pre-COVID market values.

Andy Didion, President of the board of the Jefferson Community Foundation will attend the August Library Board meeting to discuss fund-raising, matching donations, and other options for a future library expansion project.

DIRECTOR'S REPORT:

- a. Library/City Projects: The electrician was working today. Nine speakers have been installed. There are 8-10 lanyards for hearing assistance. Will need to train library staff and some city staff regarding use of the new equipment.
- b. Friends of the Library: Raised \$963.01 in the recent book sale.
- c. National Night Out: August 4<sup>th</sup> from 6-8 p.m. The library will have a booth and photo opportunities.
- d. 110<sup>th</sup> Anniversary: 110 years on 11-30-2021. In November, there will be a celebration with month-long activities, displays, and artifacts. On November 4<sup>th</sup>, there will be a ceremony from 5-7 p.m. with a brief proclamation by the mayor, activities, and food.

- e. Trustee Training Week: August 23<sup>rd</sup>-27<sup>th</sup>, virtual presentations from noon to 1 p.m. Information will be forwarded to board members.

**BUSINESS AND DISCUSSION:**

- a. City of Jefferson Policy COVID-19 Protocol (informational)

No updates.

- b. Library Employee COVID-19 Safety Policy (informational/action)

Many local libraries (Fort Atkinson, Johnson Creek, Waterloo, Watertown, Whitewater) encourage, but do not require their employees to wear masks. Some of these libraries ask that employees mirror the patrons they are serving. Several other local libraries (Lake Mills, Palmyra) require employees to wear masks.

Motion made by Skretta: Employees will be given the choice to wear a mask or not, with the following exception- when assisting a patron outside of the circulation desk, that staff member must meet or exceed the patron's PPE choice (i.e. if the patron is wearing a mask, then the employee is also expected to wear a mask).

Motion seconded by Brown-Kurtz; unanimously passed.

**NEW BUSINESS:** none

**NEXT MEETING DATE:** August 11, 2021, hybrid (virtual and in-person)

**ADJOURNMENT:** 7:04 p.m. (Skretta, Adams; unanimous)