

JEFFERSON PUBLIC LIBRARY BOARD MEETING MINUTES

August 11, 2021

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

ABSENT: City Council Liaison Peg Beyer

GUESTS: Andy Didion, Jill Nelson

Approve agenda: (Adams, Zinn; unanimous)

Minutes from July 2021 were approved with revisions regarding auditing the bills. Zinn made the motion to audit the July bills. Brown-Kurtz and Pizano also audited the bills.

(Skretta, Pizano; unanimous)

COMMENTS FROM PUBLIC/CORRESPONDENCE:

Andy Didion, chair of the Jefferson Community Foundation, and Jill Nelson, administrative assistant, presented information regarding the Jefferson Community Foundation.

The average earned in 2018, 2019, and 2020 was +7.6%.

Premier Bank is the custodian of the funds and now has an outside manager of the funds.

Does the library have money that has been designated for specific purposes? This information should be in the library's records.

The library board could set up a sub-account for a specific number of dollars to be designated for specific purposes.

Funds without a specific purpose go to the Greater Jefferson Foundation, which donates 5% back to the community each year.

The best way to donate is to write a check to Jefferson Community Foundation for the Library Fund.

A Donor Advise Fund can have more flexibility regarding who and what you can give to.

Marketing is geared toward certain people (i.e. younger people look at social media; older people prefer brochures and personal visits).

The library could ask the Foundation and/or community members to match funds that are raised.

Planning for the future:

Does the library have a strategic plan/goals?

What drives the board to go out into the community to ask for help?

Develop a customer list, with complete addresses and current phone numbers.

FINANCE AND STATISTIC REPORTS: See handouts

Circulation is down approximately 22% since the pandemic started. Digital circulation (Overdrive and Hoopla) is holding steady. Patrons continue to show strong interest in programs/events and self-directed activities.

AUDIT BILLS: Stelse reviewed the bills from July 2021 and made a motion to approve the bills as follows:

Expenses:	\$ 8,893.45
Salaries:	25,208.22
Fringes:	9,743.15
TOTAL:	\$43,844.82

Skretta and Adams also audited the bills.

Skretta seconded the motion; (unanimous by roll call vote)

COMMITTEE REPORTS:

Personnel/Staffing: none

Budget/Finance: none

Policy/Procedure: none
Building & Grounds: none

FOUNDATION BUSINESS: Received the quarterly report from the Jefferson Community Foundation.

DIRECTOR'S REPORT:

- a. Summer Library Program ended August 6th. Julia and Minda offered a wide variety of activities. They will present more details and statistics at the September board meeting.
- b. Meeting Rooms AV Project is estimated to be completed by August 13th. Training will be provided to the city hall and library staff. The Bridges meeting will be held here next week
- c. Mid-year Employee Evaluations and Check-ins were held this week.
- d. Donation to Youth Department- The local Girl Scout Daisy Troop donated \$275. They raised money by collecting aluminum cans. The money will be used to purchase new chairs.
- e. Jefferson County Library Services Board Meeting- Director Anderson attended the meeting on July 28th. Agenda items included the introduction of new board members, service guidelines, mission statement, revised 2022-2024 strategic plan, and a proposed funding formula for Jefferson County that would take the Overdrive circulation into consideration. The funding formula is pending approval. If approved, the library could see \$17,000 more based on rural users and digital usage.
- f. B93.3 Read with B!- The radio station visited the library on July 21st. Radio personalities toured the library, read two books to children and made a video. The video and readings are on the radio's website and Facebook page, and the library's Facebook page.

BUSINESS AND DISCUSSION:

- a. Library Employee COVID-19 Safety Policy (informational/action)
Motion made by Griffith to keep the existing policy* and adapt to the city's policy if it changes.
Seconded by Adams; unanimous

*Existing policy: 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).

NEW BUSINESS:

- a. 2022 Budget- A first draft was submitted today with 1%, 2%, and 3% or Step increases for employees. Two scenarios for Jefferson County payment of either \$109,991.40 (with current funding formula) or \$125,770.40 (with the proposed funding formula).
Timeline for the 2022 budget- Week of September 6th- meet with Tim; October- finance committee; November 16th- final budget approval.
- b. 2022-2026 Capital Plan- The plan has been submitted. The finance committee will review it on August 11th. The plan then goes to the City Council on August 17th for final approval.

NEXT MEETING DATE: September 8, 2021

ADJOURNMENT: 7:53 p.m. (Adams, Skretta; unanimous)