

JEFFERSON PUBLIC LIBRARY BOARD MEETING MINUTES

October 13, 2021

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

ABSENT: Griffith, Skretta, Zinn, City Council Liaison Peg Beyer

GUESTS: Julia and Minda (library staff) presented a summary of summer programs and upcoming winter programs.

a. 5 Pop-Up Libraries

196 people attended.

Games, books, and crafts were available.

One pop-up included ELL teacher/board member Pizano. The event was held in the early evening and many bilingual families attended.

b. Bottle-cap magnets

110 made over the summer

c. Crafts

11 different craft projects were offered

d. Programs

There were a variety of programs including a magician, "reptile guy", and STEM.

251 youth and teens registered for the summer reading program. 722 coupons were earned by readers.

87 adults registered for the summer reading program. 683 reading activities were completed.

e. Upcoming Winter Reading Program

Adult Book Club will be offered every other month.

Adult Fiber Arts Program held from 1-4 p.m. on Wednesdays.

Storytime will partner with volunteers from Jefferson Pathways' students to provide extra support during Storytime.

Teen Library Council (TLC) will meet monthly.

Library Memory Cafes- Goal is to interview 125 people with memory loss and their caregivers.

Approve agenda: Brown-Kurtz, Stelse; unanimous

Approve Minutes from September 2021 meeting: Pizano, Adams; unanimous

COMMENTS FROM PUBLIC/CORRESPONDENCE: none

FINANCE AND STATISTIC REPORTS: See handouts

September is typically a slow month for number of check-outs and number of patrons. This September was no exception.

Landscaping and signage were paid in September.

AUDIT BILLS: Stelse (Pizano and Brown-Kurtz) reviewed the bills from August 2021(carry-over) and made a motion to approve the bills as follows: Expenses: \$364.42. Adams seconded the motion; unanimous by roll call vote.

Stelse (Pizano and Brown-Kurtz) reviewed the bills from September 2021 and made a motion to approve the bills as follows:

Expenses: \$23,107.84

Salaries: 25,835.32

Fringes: 8,147.45

TOTAL: \$57,090.61

Adams seconded the motion; unanimous by roll call vote

COMMITTEE REPORTS:

Personnel/Staffing: none

Budget/Finance: none

Policy/Procedure: none

Building & Grounds: none

FOUNDATION BUSINESS: Jefferson Community Foundation- Library will receive a monthly e-mail from Premier Bank, which will provide an update of the amount the library has in the Foundation.

SCLS monthly report indicated a decrease in the Library's investment.

DIRECTOR'S REPORT:

a. 110th Anniversary Celebration

An event will be held November 4th. Guests may tour the Carnegie Building from 3-5 p.m.

A short ceremony will be held at 5:30 in the Library Board meeting room.

There will be food, crafts, giveaways, and activities available from 5-7 p.m.

b. Capital Project Update

Julia has been using the meeting room screen and speakers for Storytime.

Signs are ready to be installed.

c. Cameras

Six more cameras were installed to provide extra safety for patrons and staff, and to deter destruction of property.

d. Friends' Book Sale

The fall sale netted over \$800.

e. Boo Bash

This city event will be held on October 20th from 4-6 p.m. The library will participate by handing out candy.

f. October Calendar

The October on-line calendar is available.

g. September Wisconsin Library Technical Education Conference

The conference was held virtually for two days. Several staff members participated.

BUSINESS AND DISCUSSION:

a. Library Employee COVID-19 Safety Policy (informational)

The City has updated their policy. The update allows each department to determine whether their staff wear masks or not. Copies were given to all library staff.

Signs are back on doors encouraging patrons to wear masks.

b. 2022 Budget (informational)

Awaiting final council approval in November.

NEW BUSINESS:

a. County Library Tax (informational)

County Libraries are reimbursed by cities and villages that do not have libraries. In the past, libraries were only reimbursed for printed materials. The County Library Tax will now include reimbursement for digital materials.

b. 2022 Library Holidays and Closings (informational/action)

Motion made by Brown-Kurtz to approve of the presented 2022 calendar.

Stelse seconded the motion; unanimous.

c. Meeting Room Policy (informational)

Discussion regarding use of the meeting room included the following thoughts:

Who is eligible to use the meeting room? (nonprofits, community organizations)

Who can use the equipment in the meeting room?

Do they need training?

Should there be a required deposit? (in case of damage)

Does there need to be a contract?

NEXT MEETING DATE: November 10, 2021

ADJOURNMENT: 7:30p.m. (Stelse, Brown-Kurtz; unanimous)