

JEFFERSON PUBLIC LIBRARY BOARD MEETING MINUTES

September 8, 2021

PRESENT: Adams, Brown-Kurtz, Griffith, Pizano, Zinn,

ABSENT: Skretta, Stelse, Library Director Anderson, City Council Liaison Peg Beyer

GUESTS: none

Approve agenda: Adams, Zinn; unanimous

Approve Minutes from August 2021 meeting: Pizano, Zinn; unanimous

COMMENTS FROM PUBLIC/CORRESPONDENCE:

The Tabor family sent a thank you note regarding the fundraiser that was held at St. John the Baptist School for their son Stehring who is being treated for leukemia.

FINANCE AND STATISTIC REPORTS: See handouts

There were 30 new cardholders in the month of August.

Patrons have shown strong interest in programs/events and self-directed activities.

AUDIT BILLS: Brown-Kurtz reviewed the bills from August 2021 and made a motion to approve the bills as follows:

Expenses:	\$ 5,626.39
Salaries:	25,157.44
Fringes:	8,134.36
TOTAL:	\$38,918.19

Pizano and Zinn also audited the bills.

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: none

DIRECTOR'S REPORT:

a. Capital Projects

Landscaping work began September 7<sup>th</sup>; will take 3-4 days to complete. A local Master Gardener Volunteer will maintain the landscaping.

Signage production is nearly complete. Installation date will be arranged soon.

b. September 16<sup>th</sup>, the Finance Committee will review the final 2022 budget.

c. Friends Group has two fundraisers- Piggly Wiggly Round Up for the month of September and the Book Sale on October 1<sup>st</sup> and 2<sup>nd</sup>.

d. Memory Café- The library had partnered with other Jefferson County Libraries to create the Glacial River Library Memory Project. The first meeting will be held September 13<sup>th</sup> from 10:30-12.

e. Library Card Sign Up Month campaign involves the Chamber and area businesses to promote card sign up and shopping locally.

**BUSINESS AND DISCUSSION:**

- a. Library Employee COVID-19 Safety Policy (informational)- remains the same
- b. 2022 Budget Timeline- The final 2022 budget request has been submitted. It will be reviewed by the Finance Committee in September. Final budget approval is expected November 16<sup>th</sup>.

**NEW BUSINESS:** none

**NEXT MEETING DATE:** October 13, 2021

**ADJOURNMENT:** 6:55 p.m. (Adams, Zinn; unanimous)