

JEFFERSON PUBLIC LIBRARY BOARD MEETING MINUTES
November 10, 2021

PRESENT: Adams, Griffith, Pizano, Skretta, Stelse, Zinn, Library Director Anderson
ABSENT: Brown-Kurtz, City County Liaison Laurie Teeter

Approve agenda: Adams, Zinn; unanimous

Approve minutes from October 2021 meeting: Stelse, Pizano; unanimous

COMMENTS FROM PUBLIC/ CORRESPONDENCE: none

FINANCE AND STATISTIC REPORTS: See handouts

Wages were higher due to 3 pay periods this month. Revenue was a little higher due to reimbursements from Friends of the Library. Staff put together procedure for Pay it Forward/ Donate to Library programs. Story time participation is bouncing back. Adult take and make projects have become very popular.

AUDIT BILLS: Stelse (Pizano and Zinn) reviewed the bills from October 2021 and made a motion to approve the bills as follows:

October 2021:

Expenses:	17,739.88
Salaries:	38,610.30
Fringes:	8,132.38
TOTAL:	\$64,482.56

Adams seconded the motion; unanimous roll call vote

COMMITTEE REPORTS:

Personnel/ Staffing: none
Budget/ Finance: none
Policy/ Procedure: none
Building & Grounds: none

FOUNDATION BUSINESS:

SCLS monthly report- Discussed and reviewed ending balances for September and October
Jefferson Community Foundation- Discussed and reviewed quarterly report

DIRECTOR'S REPORT:

a. 110th Anniversary Celebration

The event was held on November 4th and was well attended (about 50 people, including 3 board members). 33 people were given a tour of the Carnegie Building. Guests enjoyed the presentations, memorabilia, and food.

- b. Capital Project Update
Signage is installed. Lights on front signs will be installed by the end of the year.
- c. New City Council Representative
Laurie Teeter
- d. Story Corps
Select library staff have been trained as facilitators. They will be lining up older persons with memory loss and their loved ones to come and record interviews. Stories will then be professionally put together by Story Corps.

BUSINESS AND DISCUSSION:

- a. Meeting Room Policy
Discussed who is eligible to use AV system. Bigger libraries may open to public, but they have more meeting spaces available. For now, AV system will be open to non-profit and government groups. Interested groups will fill out an application with meeting room needs. Damage to equipment will be itemized in application. Users will “check out” equipment with library card and follow a step-by-step instruction sheet on how to connect.

NEW BUSINESS:

- a. 2022 CAFÉ Agreement- Library Membership
Approval of renewed membership- Adams, Skretta; unanimous
Agreement was signed by president and will be sent to Bridges.

NEXT MEETING DATE: December 8, 2021

ADJOURNMENT: 7:00 p.m. (Skretta, Stelse; unanimous)