

JEFFERSON PUBLIC LIBRARY BOARD MEETING MINUTES

December 8, 2021

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

ABSENT: Skretta, Zinn, City Council Liaison Laurie Teeter

Approve agenda: Adams, Stelse; unanimous

Approve Minutes from November 2021 meeting: Stelse, Pizano; unanimous

COMMENTS FROM PUBLIC/CORRESPONDENCE: none

FINANCE AND STATISTIC REPORTS: See handouts

There were 12 new cardholders in November. Digital resources and self-directed activities continue to be popular. Nine people attended the Adult Book Club. Library visits are slowly, but steadily increasing since the library re-opened following the beginning of the Covid pandemic.

19.65% of the 2021 budget remains.

99.61% of the anticipated 2021 revenue has been realized.

AUDIT BILLS:

Stelse (Pizano and Adams) reviewed the bills from November 2021 and made a motion to approve the bills as follows:

Expenses:	\$ 8,198.40
Salaries:	25,312.74
Fringes:	8,110.02
TOTAL:	\$41,621.16

Adams seconded the motion; unanimous by roll call vote

COMMITTEE REPORTS:

Personnel/Staffing: 2021 Director review needs to be completed. Board members will complete individual reviews which the committee will tabulate and then provide feedback to the director.

Budget/Finance: none

Policy/Procedure: none

Building & Grounds: none

FOUNDATION BUSINESS: Jefferson Community Foundation- Will be received later in the month.

SCLS monthly report indicates that the amount invested has increased in 2021 (from \$314,000 to \$337,000).

DIRECTOR'S REPORT:

a. New City Council Representative

Laurie Teeter is the new city council representative.

b. Continuing Education

Melissa, Julia, and Minda attend the Wisconsin Library Association conference. Each one attended four different sessions.

c. Employee Reviews

Reviews will be completed prior to Christmas break.

d. New Copier

The library has a new copier with a leasing agreement for five years. It is more cost effective and the monthly maintenance and leasing fee is lower. It can scan to e-mail and other formats (PDF, Word, Excel, PowerPoint, images).

e. Downtown Streetscape Open House

Open house will be held at Stable Rock on 12-9-21 from 4:30- 6:00 p.m. The public will be able to view designs, ask questions, and provide feedback.

BUSINESS AND DISCUSSION:

a. Meeting Room Policy (informational/action)

Discussed the revised meeting room policy. People using the meeting room will have to follow the Library's Code of Conduct. There may be no exchange of money.

A motion was made by Stelse to adopt the policy as written. Seconded by Brown-.NEW BUSINESS:

a. Fees, Overdues, and Charges 2022 (informational/action)

The policy is the same as in 2021, with the exception of instituting a maximum charge of \$10 for local and long-distance faxing.

Motion made by Stelse to adopt the policy. Seconded by Brown-Kurtz; unanimous

b. FY 2022 Non-represented Employee Wage and Salary Rates (informational/action)

From January 1- June 30, employees eligible for merit increase will receive 2%; from July 1- December 31, the merit increase will be 3%.

Motion to approve the wage and salary rates made by Pizano. Seconded by Adams; unanimous.

c. Contract for County Library Services (informational/action)

Jefferson County will pay the Jefferson library approximately \$117,000.

Motion made by Brown-Kurtz to accept and sign the contract. Seconded by Stelse; unanimous.

d. Employee Holiday Gift (informational)

Employees will receive Chamber Bucks (\$50 for employees who work >50%; \$25 for employees who work <50%. Money was taken out of petty cash in November and December for this expense.

NEXT MEETING DATE: January 12, 2022

ADJOURNMENT: 7:17p.m. (Adams, Stelse; unanimous)