

JEFFERSON PUBLIC LIBRARY BOARD MEETING MINUTES

January 12, 2022

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

ABSENT: none

Guests: none

Approve agenda: Adams, Pizano; unanimous

Approve Minutes from December 2021 meeting: Stelse, Adams; unanimous (with Skretta and Zinn abstaining due to their absence)

COMMENTS FROM PUBLIC/CORRESPONDENCE: none

FINANCE AND STATISTIC REPORTS: See handouts

There were 20 new cardholders in December.

The number of visitors in 2021 was close to the number of visitors in 2019.

The use of Wi-Fi continues in increase.

Expenditures in February 2022 will include the last 5 days of salary in 2021.

Revenue includes donations from the Friends of the Library.

AUDIT BILLS:

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

Expenses:	\$13,937.97
Salaries:	25,553.77
Fringes:	9,758.49
TOTAL:	\$49,250.23

Adams seconded the motion; unanimous by roll call vote

COMMITTEE REPORTS:

Personnel/Staffing: The committee met with Director Anderson to discuss her review. It was noted that all board members had similar comments, and ratings ranged from meets expectations to outstanding.

Director Anderson appreciated the board's thoughts and comments.

Budget/Finance: none

Policy/Procedure: none

Building & Grounds: none

FOUNDATION BUSINESS:

SCLS monthly report indicates that the amount invested has increased in 2021 (from \$314,000 to \$343,000).

DIRECTOR'S REPORT:

- a. Director Anderson attended a webinar entitled Challenging Books in Your Library.
- b. Friends of the Library purchased 8 new Hotspots (\$1,400 plus the service plan). The library now has a total of 10 Hotspots. Two of the original Hotspots were never returned. The library will create a cycle of replacing older Hotspots.
- c. Story Walks- The library received a grant from Theisen's to support the Story Walk. The Friends group has also donated money, and donations from others will be accepted. The Story Walk will follow the

paved Meadow Springs Conservancy walking path. The library will change the books every 4-6 weeks during the 9-10 months of the year the Story Walk will be available for use.

Currently, the library is getting estimates for the cost of posts and wood to make the frames which will hold pages of the books.

- d. RFID project- All materials upstairs are completed. Staff worked 181 hours; 44 of those hours were paid, 137 hours were worked by volunteers (mostly retired library staff). Staff have begun to work on materials that are downstairs.

The next step will be installing self-checkout stations.

- e. Accessibility review- The library "passed" the review. There are some accessibility issues with the current website. The library needs to include text with images on the website.
- f. New logo- Will be used on new library cards. The charge is \$2 for a replacement card.

BUSINESS AND DISCUSSION: none

NEW BUSINESS:

- a. Wi-Fi Hotspot Policy (informational/action)

Discussion included changing 'customers' to library card holders or borrowers. Fees and service charges have been updated.

Patrons must sign an agreement form, which includes the fees/charges.

Motion made by Adams to approve the Wi-Fi Hotspot Policy as amended; seconded by Zinn; unanimous

- b. Security Camera Policy (informational/action)

Discussion included changing 'patrons' to individuals, visitors, or the general public, depending upon the context.

Motion made by Pizano to approve the Security Camera Policy as amended; seconded by Teeter; unanimous

- c. Photography and Filming Policy (informational/action)

Discussion included changing 'patrons' to library visitors; adding events to services and programs, which would include inside the library, on library grounds (outside), and off-site.

Motion made by Stelse to approve the Photography and Filming Policy as amended; seconded by Zinn; unanimous

NEXT MEETING DATE: February 9, 2022

ADJOURNMENT: 7:39p.m. (Stelse, Skretta; unanimous)