

# JEFFERSON PUBLIC LIBRARY BOARD MEETING MINUTES

March 9, 2022

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

ABSENT: Skretta

Guests: none

Approve agenda: Adams, Zinn; unanimous

Approve/Correct Minutes from February 2022 meeting: Adams, Pizano; unanimous (with Zinn, Stelse and Brown-Kurtz abstaining due to their absence) Note that minutes were approved with the correct of bulletin points.

COMMENTS FROM PUBLIC/CORRESPONDENCE: Representative, Scott Fitzgerald send a congratulatory letter to the library recognizing the 110<sup>th</sup> anniversary.

FINANCE AND STATISTIC REPORTS: See handouts

Circulation is still down from prior to the pandemic.

Youth circulation is up slightly from 2021 at this time.

The library continues to see fewer visitors coming in to the library, compared to prior to the pandemic.

Programming (i.e. StoryTime and Take & Make) continues to have good participation.

In the past, records of number of cardholders could include those whose cards had expired and those who had moved.

The budget includes the elevator maintenance that took place in the past month; revenue includes the first of three installments from the tax levy, the county tax contribution, and a grant from Bridges for Hoopla use.

AUDIT BILLS:

Stelse made a motion to approve the bills as follows:

Expenses:	\$12,304.13
Salaries:	26,083.94
Fringes:	8,008.55
TOTAL:	\$46,396.62

Bills were also reviewed by Zinn and Pizano.

Zinn seconded the motion.

Roll call vote: Adams-yes, Brown-Kurtz-yes, Griffith-yes, Pizano-yes, Skretta-absent, Zinn-yes

COMMITTEE REPORTS: none

FOUNDATION BUSINESS:

Both SCLS and Jefferson Community Foundation are showing a loss in the past month.

DIRECTOR'S REPORT:

- a. Library Legislation Day- Director Anderson attended on February 8<sup>th</sup>. She met with both Senator Steve Naas and Representative Cody Horlacher. Libraries Step Up brochure was given to legislators, in addition to thanks for last year's funding. Governor Evers gave a Certificate of Accommodation to all libraries in Wisconsin.
- b. Newsletter- Has been started by the staff. It will contain general library news, information regarding programs, and links to recommended reading lists. The newsletter already has over 1,600 members.

- c. Library Card Applications- Applications no longer ask for driver's license number or gender. Applications will be "Event and Shred", meaning that when a patron receives a card, their application will be shred as their information is secure on the computer.
- d. Capital Projects- Furnishing for the adult section is in the planning stage. Director Anderson is getting quotes for ADA improvements (replace handrails on steps and install handrails near the book return on the north side of the building).
- e. Staffing Updates- Replacements will be needed for Beth and Minda who have given their notices. LeAnn Lehner has been hired for additional support when Terry is gone during winter.

**BUSINESS AND DISCUSSION:**

2020 Annual Report- The extensive report was submitted on time. Numbers contained in the report are used for state standards, data collection/review, and cross-county contributions.

**NEW BUSINESS:**

Collection Development Policy- Designed to guide staff on how to select materials and informs the public on how materials are selected. After discussion and revisions, Stelse made a motion to approve and implement the Collection Development Policy and the two Material Forms (one for reconsideration and one for recommendations). Pizano seconded the motion; unanimous

**NEXT MEETING DATE:** April 13, 2022

**ADJOURNMENT:** 7:10 p.m. (Adam, Brown-Kurtz; unanimous)