

# JEFFERSON PUBLIC LIBRARY BOARD MEETING MINUTES

April 13, 2022

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

ABSENT: Skretta, Stelse, City Council Liaison Teeter

Guests: none

Approve agenda: Adams, Brown-Kurtz; unanimous

Approve/Correct Minutes from February 2022 meeting: Adams, Pizano; unanimous

COMMENTS FROM PUBLIC/CORRESPONDENCE: Coffee and treats were provided at the meeting to express appreciation for the volunteer work of the board.

FINANCE AND STATISTIC REPORTS: See handouts.

Circulation is increasing as the foot traffic increases.

Requests for books out of the Bridges system has increased.

Friends of the Library made and sold 25 pies for Pi Day. They made \$432.

AUDIT BILLS:

Brown-Kurtz made a motion to approve the bills as follows:

Expenses:	\$16,517.35
Salaries:	25,719.46
Fringes:	8,009.38
TOTAL:	\$50,246.19

Bills were also reviewed by Zinn and Pizano.

Zinn seconded the motion.

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

COMMITTEE REPORTS: none

FOUNDATION BUSINESS:

SCLS and Jefferson Community Foundation reports continue to reflect the instability in the market.

DIRECTOR'S REPORT:

a. Continuing Education

Director Anderson attended the following Webinar: Space Planning for Small Libraries. It had three parts, which included Time to Dream, We Have a Dream, and Paying for the Dream.

b. Staffing Updates

Four candidates will be interviewed this week for the Adult Services position.

Hired Tom Kutz as a library assistant to fill in for another staff member who has reduced her hours.

c. Bridges Grant

Jefferson's portion of the grant is \$1,200 for technology and public access to that technology. Jefferson will add WiFi to Rotary Park and the parking lot.

BUSINESS AND DISCUSSION:

Storywalk Update- Located at the Meadow Springs Conservancy.

Total donations were \$7,725.

The story will change every 4-6 weeks.

There will be 18 posts installed. Some will be temporary as the parking and trailhead will be moved within the next year.

A ribbon cutting ceremony will be held June 11<sup>th</sup>.

**NEW BUSINESS:**

Front Entrance Handrails- Director Anderson has received three quotes for the handrails for the front steps and book return. Discussion followed regarding the differences in the quotes. Adams made a motion to accept the quote from Springfield Welding and Manufacturing (SWM); Zinn seconded; roll call vote was unanimous. Director Anderson will ask SWM about a warranty, using commercial grade materials, and the time line for making and installing the handrails. The handrails are ADA funded.

**NEXT MEETING DATE:** May 11, 2022

**ADJOURNMENT:** 7:10 p.m. (Zinn, Adam; unanimous)