

JEFFERSON PUBLIC LIBRARY BOARD MEETING MINUTES

September 14, 2022

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

ABSENT: City Council Liaison Teeter

GUESTS: Julia and Marissa (library employees) gave a presentation on the Summer 2022, Oceans of Possibilities children and adult programs. Library patrons of all ages were included in many interactive programs. Programs were well attended and fun was had by all who participated.

APPROVE AGENDA: Moved by Adams; seconded by Pizano; unanimous

APPROVE/CORRECT MINUTES of August 2022 meeting: moved by Adams; seconded by Stelse; unanimous, with Brown-Kurtz, Condon and Pizano abstaining due to absence from meeting

COMMENTS FROM PUBLIC/CORRESPONDENCE: none

STATISTIC REPORT AND FINANCE REPORTS:

See handouts. Circulation continues to increase. Received the last installment from the library tax levy.

AUDIT BILLS:

Motion made by Skretta to approve the August 2022 bills as follows:

Expenses: 6,868.52

Salaries: 27,226.75

Fringes: 8,257.81

TOTAL: \$42,353.08

Seconded by Pizano; also reviewed by Stelse.

Roll call vote: Adams- yes, Brown-Kurtz- yes, Condon- yes, Griffith- yes, Pizano- yes, Skretta- yes, Stelse- yes

COMMITTEE REPORTS: none

FOUNDATION BUSINESS: SCLS and Jefferson Community Foundation accounts both saw a decrease in August 2022.

DIRECTOR'S REPORT:

A. Strategic Planning Staff Day

Staff have been given weekly assignments which will be discussed on Thursday, September 22 from 9 a.m. to 3:30 p.m. A mini session will be held for board members after the October meeting.

B. Front Entrance Handrail

Handrail will be delivered next week and installed the following week.

C. Digital Memory Equipment

Equipment has been cataloged and is available for check-out.

D. Fine Free Announcement

The fine free policy was presented to the Council and received positive support. An article was placed in the local newspapers. Library personnel have received positive comments regarding the fine free policy.

E. Adult Furniture Project \$10,500

New tables, chairs and newspaper holders have been purchased.

F. Library Trustee Appreciation

Appreciation will be held at the Waukesha Public Library on Tuesday, October 4th from 6-8 p.m. RSVP by September 30th.

BUSINESS AND DISCUSSION:

2023 Budget- Informational The second submission has occurred. The budget allows for a 3% raise for employees, or for eligible employees to move a step. There have been no changes to the capital plan.

NEW BUSINESS:

a. Self-Checkout Machines- Action Item By the end of 2022, all materials at the Jefferson Library will be RFID tagged. Tagging benefits the Bridges consortium as materials can be checked in/out and sorted by machines.

Director Anderson has received a quote of \$13,740 for 2 self check-out machines, which would include a software license and installation (approximately 12 hours). If purchased in 2022, there would be an additional discount.

Adams made a motion to go ahead with the plan to order self check-out machines for not more than the quoted price of \$13,740. Seconded by Skretta; unanimous.

NEXT MEETING: October 12, 2022

ADJOURN MEETING: 7:07 p.m.

Moved by Skretta; seconded by Pizano; unanimous.