

## JEFFERSON PUBLIC LIBRARY MEETING MINUTES

January 11, 2023

PRESENT: Adams, Condon, Griffith, Stelse, Library Director Anderson

ABSENT: City Council Liaison Teeter

EXCUSED: Brown-Kurtz, Pizano, Skretta

GUESTS: None

APPROVE AGENDA: (Adams, Condon, unanimous)

APPROVE/CORRECT MINUTES OF DECEMBER 2022 MEETING: (Stelse, Adams, unanimous)

COMMENTS FROM PUBLIC/CORRESPONDENCE: None

STATISTIC REPORT AND FINANCE REPORTS: See attached handouts. Numbers are down for the month with weather and construction being factors. Programming has good participation. Total circulation gradually returning to normal with digital use creating a shift in the numbers. Meeting room is drawing people in and helping with foot traffic.

AUDIT BILLS: Motion by Condon to approve the December 2022 bills as follows:

Expenses: 11,738.41

Salaries: 25,943.78

Fringes: 10,350.33

Total: 48,032.52

Seconded by Adams; also reviewed by Stelse

Roll call vote: Adams-yes, Condon-yes, Griffith-yes, Stelse-yes

COMMITTEE REPORTS: None

INVESTMENTS AND LIBRARY FUND:

SCLS monthly report = December 2022 - \$284,528.73

Jefferson Community Foundation = December 2022 - \$226,839.22

Money Market = \$82,971.78

Temporary Investments (Library Fund Balance) = \$285,761.49

DIRECTOR'S REPORT: January 17 – finally installing self-checkout with staff training and implantation to follow. Friends group is having a membership drive. Want to start tracking Café app. February 4<sup>th</sup> is Library Legislation Day.

BUSINESS AND DISCUSSION:

- a. Update 2023 Employee Wage and Salary Schedule: Stelse made a motion to approve the employee wage and salary schedule effective January 1, 2023 according to Carlson Dettmann wage study including adjustments for other library staff not included in the study. Adams seconded; unanimous
- b. Strategic plan: Stelse made a motion to approve the 5-year strategic plan; Condon seconded; unanimous

New Business: None

Next Meeting Date: February 8, 2023

Adjourned Meeting: 7:23 p.m. (Stelse, Condon, unanimous)