

## JEFFERSON PUBLIC LIBRARY BOARD MEETING MINUTES

May 10, 2023

PRESENT: Adams, Brown-Kurtz, Condon, Griffith, Pizano, Skretta, Stelse, Library Director Anderson, City Council Liaison Lynda Stone

ABSENT: none

GUESTS: none

APPROVE AGENDA: Moved by Brown-Kurtz; seconded by Adams; unanimous

APPROVE/CORRECT MINUTES of March 2023 with proposed change; Moved by Stelse; seconded by Adam; unanimous

APPROVE/CORRECT MINUTES of April 2023 with proposed change; Moved by Pizano; seconded by Skretta; unanimous

COMMENTS FROM PUBLIC/CORRESPONDENCE: none

### STATISTIC REPORT AND FINANCE REPORTS:

See handouts. 41 new library cards were issued in April. Digital resources continue to increase. The program 'chair yoga' consistently has 20 participants of all ages. Revenue included money from two grants- The Greater Watertown Community Health Grant and the Hoopla Grant from Bridges. Expenditures included three pay periods in April, Toni Boxes, Wonderbooks, and additional Hotspots. Donations from Friends of the Library were used to purchase ukuleles, Experience Passes for the Milwaukee Zoo, the Wisconsin Historical Society, and Betty Brinn Children's Museum. Fifty Wisconsin State Park passes are also available for one day use.

### AUDIT BILLS:

Motion made by Brown-Kurtz to approve the March 2023 bills as follows:

Expenses:	40,312.15
Salaries:	29,655.31
Fringes:	9,755.01
TOTAL:	\$79,722.47

Seconded by Skretta; also reviewed by Pizano.

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

Motion was made by Skretta to approve the April 2023 bills as follows:

Expenses:	12,660.30
Salaries:	46,408.39
Fringes:	9,911.27
TOTAL:	\$68,979.96

Seconded by Pizano; also reviewed by Brown-Kurtz.

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

COMMITTEE REPORTS: none

INVESTMENTS AND LIBRARY FUND: The library fund #34 has \$102,335 in the Public Library Money Market and \$370,547 in Temporary Investments. Jefferson Community Foundation has \$225,978; South Central Library System has \$297,199.

DIRECTOR'S REPORT:

A. Upcoming May Events

The Birdhouse Competition had good participation. Voting ends May 10th.

There is one more Adult Book Club meeting before summer.

The Summer Library Program, 'Together at the Library', begins June 1st. Julia has been visiting schools to promote the summer children's program.

Young Adult Career and Education Info Session will be offered for young adults who are currently not in school.

B. Reference Transactions

Reference transactions are clearly defined by the state.

Staff will be more intentional regarding collecting data from patrons requesting transactions via phone and email.

Numbers may appear different as data will now combine Reference and Technology transactions.

C. Talk Read Play Grant- Greater Watertown Community

\$1,000 was awarded to Jefferson Library. The money will be used to purchase 19 Early Literacy Kits and play items for the 'Learning Corner'.

D. Leadership Development Institute

Julia was accepted into the 2023 Leadership Development Institute. It is a six month program. The cost will be covered by a grant.

E. General Records Schedule Adoption

The Board approved to follow the state's records schedule in March of 2018. The library was recently notified that an adoption form was not on file at the state. The library will submit a new form.

BUSINESS AND DISCUSSION:

A. Program Policy (Discussion, Action)

This policy includes Patron Responsibilities and Conduct Policy, and Photography and Filming Policy.

The city attorney has reviewed and approved the policy.

Motion made by Skretta to approve/adapt the Program Policy as written; seconded by Pizano; unanimous

B. Picture Book Browsing Bin Shelving (Informational)

Bin shelving would allow younger children the opportunity to view books at a height that is more accessible for them. A grant awarded for \$5,000 and ADA monies would be used to purchase the bins. The library is also applying for two additional grants to support this project. Quotes are being requested from three companies.

NEW BUSINESS:

A. Board Appointments (Informational)

Board appointments were approved by the city of Jefferson for Griffith, Condon, and Stelse.

B. Board Officers Nominations (Informational)

Positions to be addressed are President, Vice-President, and Secretary.

Voting will be held in July. Positions begin in July.

NEXT MEETING DATE: June 14, 2023

ADJOURN MEETING: 7:23 p.m.

Moved by Adams; seconded by Skretta; unanimous.