

JEFFERSON PUBLIC LIBRARY BOARD MEETING MINUTES

June 14, 2023

PRESENT: Adams, Condon, Griffith, Skretta, Library Director Anderson, City Council Liaison Lynda Stone

ABSENT: Brown-Kurtz, Pizano, Stelse Guests: none

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

APPROVE/CORRECT MINUTES of May 2023 with proposed change; Moved by Skretta; seconded by Condon; unanimous

COMMENTS FROM PUBLIC/CORRESPONDENCE: none

STATISTIC REPORT AND FINANCE REPORTS:

See handouts. 24 new library cards were issued in May. Hoopla usage increased by 70%, previous month's expense ranges from \$220-\$270. May was \$299. Friends of the Library will reimburse the purchase of a youth self-checkout table and new chairs. Magazine annual subscription renewal, switched to Revistas from WT Cox due to a lower price. Donations include Summer Library donations, Friends of the Library Donation of \$2900, and library t-shirt reimbursement.

AUDIT BILLS:

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

Expenses: 11,300.51

Salaries: 31,422.17

Fringes: 9,917.46

TOTAL: \$52,640.14

Seconded by Adams; also reviewed by Griffith.

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

COMMITTEE REPORTS: none

INVESTMENTS AND LIBRARY FUND:

South Central Library System has \$293,562.95;

Jefferson Community Foundation has \$224,657.23.

DIRECTOR'S REPORT:

A. Upcoming SLP Events

Summer Library program begins June 1st - "Together at the Library" and runs until August 1st.

Passport Challenge has 24 libraries participating. When a library is visited a stamp is marked in the passport.

B. Library Updates

Board got to see how Wonder Books and Tonies work.

Money from Friends of the Library and from the AV Budget being used to

purchase these.

C. Board Quorum

In March 2008, the Board approved that 3 or more members will constitute a quorum for paying bills.

BUSINESS AND DISCUSSIONS:

A. Board Officers Nominations (Informational)

Adams nominated Condon for Secretary

Griffith will send an email out for next months agenda in regards to Board Officers Nominations.

B. Picture Book Browsing Bin Shelving

Jefferson won the Bridges Competitive Grant for \$5000.00 and the Innovative Grant of \$2,500.

Applied for WiLS grant - announcement will be in September.

Will apply for the Theisen's More for Your Community Grant, application opens July 15.

Will solicit Community Donations.

Could use funds from Capital Funds - ADA Long term project, and Library Foundation funds.

Quote comparisons include delivery, and all require the Library to dispose of old shelves. Demco does not include installation, while The Library Store and Bradford System does.

Demco \$39,721.51; The Library Store \$29,813.39; Bradford System (Space Saver) \$29,081.72.

Motion made by Skretta to move Forward with The Library Store quote on shelving; Seconded by Condon; unanimous.

Aiming for Fall to get the Picture Book Browsing Bin Shelving project done.

Carpet will need to be repaired. JM Carpets gave a quote of \$1,917.50.

Cross Town Floors did not get back with a quote.

Waiting for a proposal from Y's Way Flooring.

Adams made a motion to go into closed session; seconded by Skretta; unanimous.

Adams made a motion to go back into open session; seconded by Skretta; unanimous.

NEW BUSINESS:

A. Employee Translation Service (Action)

Adams moved to approve 1 year translating contract with Jacqueline Rivera-Weber; Seconded by Condon; unanimous.

B. Circulation Policy Review/Revise (Action)

Friends purchased Explorer Passes (2) Historical Society, (2) Milwaukee Zoo, and (1) Betty Brinn

Needed to update Circulation policy, who can obtain a library card, ID Required, and Age.

Motion made by Skretta to approve Circulation Policy changes; Seconded by Adams; unanimous.

NEXT MEETING DATE: July 12, 2023

ADJOURN MEETING: 7:38p.m.

Moved by Adams; Seconded by Skretta; unanimous.