

JEFFERSON PUBLIC LIBRARY BOARD MEETING MINUTES

July 12, 2023

CALL TO ORDER: 6:04 P.M.

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

ABSENT: Skretta

GUESTS: none

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

ELECTION OF BOARD OFFICERS (action)

Following discussion, Adams made a motion to elect the following officers- President- Griffith, Vice-President- Skretta, Secretary- Condon; Stelse seconded the motion; unanimous

APPROVE/CORRECT MINUTES of June 2023: Moved by Adams; seconded by Griffith; unanimous (with Brown-Kurtz, Pizano, and Stelse abstaining due to absence)

COMMENTS FROM PUBLIC/CORRESPONDENCE: none

STATISTIC REPORT AND FINANCE REPORTS:

See handouts. 74 new library cards were issued in June. Visitors to the library have now surpassed pre-covid numbers. While adult items checked out are not quite what they were pre-covid, digital resources continue to increase. Programs continue to have good attendance.

AUDIT BILLS:

Motion made by Condon to approve the June 2023 bills as follows:

| | |
|-----------|-------------|
| Expenses: | 9,394.50 |
| Salaries: | 30,780.48 |
| Fringes: | 12,012.82 |
| TOTAL: | \$52,187.80 |

Seconded by Pizano; also reviewed by Brown-Kurtz.

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

COMMITTEE REPORTS: none

INVESTMENTS AND LIBRARY FUND:

South Central Library System- \$303,981 at the end of June

Jefferson Community Foundation- \$232,690 at the end of March (quarterly report)

Library Fund- \$373,895; Money Market- \$73,739.51

DIRECTOR'S REPORT:

A. Summer Library Events

'Together at the Library'; runs until August 1st. The 'Passport Challenge' has brought in many new faces. The 'Tiny Art Contest' will have patrons using any type of medium on a 3x3 canvas using their creativity.

B. Library Services Showcase

The Experience Passes have been well received. Patrons are excited and gracious to have these passes available to them.

Staff will be given ideas to help promote the different services and collections available at the library.

C. Picture Book Shelving

The shelves have been ordered. Carpet will take approximately 5-6 weeks to arrive once ordered. Installation is projected to occur in September or October.

D. Friends Raffle

Raffle tickets are \$5 each, or 3 for \$13. Drawing will be held in September. Prizes are 4- \$100 gift cards to local businesses.

Friends have donated \$5,856 so far this year.

E. Wisconsin Trustee Training Week

Board members received a schedule of on-line trainings being offered August 21st-25th.

F. Repairs Needed

On the west side of the building, the valve for the main water line is broken. Repair will occur July 20th. The library will open at 10 a.m. that day due to repairs.

BUSINESS AND DISCUSSION:

Strategic Plan Quarterly Update (informational)

The plan is proceeding as scheduled. There will be an interest survey for teens and adults. Two staff members are working on accessibility statements. Spanish translation is occurring. A time study is being conducted to provide necessary information for job descriptions to be revised.

NEW BUSINESS: None

NEXT MEETING DATE: August 9, 2023

ADJOURN MEETING: 6:58 p.m.

Moved by Adams; seconded by Stelse; unanimous.