

JEFFERSON PUBLIC LIBRARY BOARD MEETING MINUTES

October 11, 2023

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

ABSENT: Brown-Kurtz, City Council Liaison Lynda Stone

Guests:None

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

APPROVE/CORRECT MINUTES of September 2023; Moved by Stelse; seconded by Adams; unanimous

COMMENTS FROM PUBLIC/CORRESPONDENCE: Thank you cards were given to Board Members from Bridges.

STATISTIC REPORT AND FINANCE REPORTS:

See handouts. 34 new library cards were issued in September. September numbers are usually down for reference questions and visitors because of school starting. Fall program started so numbers are up for that. Programming expenses are a little higher because of storywalk supplies but Friends of the Library is reimbursing that. Baby changing stations, large print keyboards and large monitors were purchased using Capital Funds.

AUDIT BILLS:

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

Expenses:	9,570.57
Salaries:	45,058.25
Fringes:	9,796.20
TOTAL:	\$64,425.02

Seconded by Stelse; also reviewed by Pizano.

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

COMMITTEE REPORTS:

- A. Personnel/Staffing: Director's 2023 Annual Review
Board will hand in the completed review at the next meeting, in November. Will meet in a closed session to discuss.

INVESTMENTS AND LIBRARY FUND: South Central Library System has \$295,975.30; Money Market \$43,228.49; Library Fund \$335,817.73.

DIRECTOR'S REPORT:

- A. Business and Discussion
Motion made by Condon to approve Public Computer, Internet, and Wi-Fi Acceptable Use Policy; seconded by Skretta.

B. Strategic Plan Quarterly Update (Informational)
Increase the number of hotspots, Mobile printing, keyboards and monitors. New Dashboard from Bridges. Can Easily obtain stats and compare previous years. Cultivate an inclusive and diverse collection. Working on inclusive signage. Created JPL Teams to help with job structure. Developed 2nd check in to make sure items are checked in.

C. 2024 Budget (Informational)
\$8,125 in grants and \$13,000 in donations equals \$21,125. City is going to cover payroll increase from General Fund.

New Business

A. Attendance Policy (Discussion/Action)
Motion made by Stelse to approve the Attendance Policy; seconded by Condon; unanimous.

B. 2024 Holidays and Closings (Action)
Motion made by Stelse to approve the 2024 Holiday and Closings; seconded by Pizano; unanimous.

NEXT MEETING DATE: November 8, 2023

ADJOURN MEETING: 7:15p.m.

Moved by Adams; Seconded by Skretta; unanimous.