

JEFFERSON PUBLIC LIBRARY BOARD MEETING MINUTES

November 8, 2023

PRESENT: Adams, Brown - Kurtz, Condon, Griffith, Skretta, Stelse, Library Director Anderson

ABSENT: Pizano, City Council Liaison Lynda Stone

Guests:None

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

APPROVE/CORRECT MINUTES of October 2023; Moved by Stelse; seconded by Skretta; unanimous

COMMENTS FROM PUBLIC/CORRESPONDENCE: None

STATISTIC REPORT AND FINANCE REPORTS:

See handouts. 31 new library cards were issued in October. Foot traffic has been higher and circulation is up. Programs for the month were Boo-Bash, Human Society Trunk or Treat, Hispanic Heritage Night and the regularly scheduled programs.

AUDIT BILLS:

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

Expenses:	27,314.09
Salaries:	30,231.36
Fringes:	9,787.04
TOTAL:	\$67,332.49

Seconded by Skretta; also reviewed by Adams.

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

COMMITTEE REPORTS:

A. None

INVESTMENTS AND LIBRARY FUND: South Central Library System has \$290,061.26; Jefferson Community Foundation \$219,889.51, Money Market \$44,010.62 (September 30, 2023); Library Fund \$337,294.18 (September 30, 2023).

DIRECTOR'S REPORT:

A. Project Updates: There has been a delay in manufacturing for picture book shelving, estimated delivery for November. ADA project update is as follows. Drinking Fountain installation and restroom project have begun, electric assist door installed at ramp. Kiwanis Closet has partnered to provide war clothing and hygiene products for those needing it.

- B. Business and Discussion
Motion made by Stelse to go into closed session pursuant to WI Statute 19.85 (1) ©.
Seconded by Skretta. Director Anderson left the room during discussion. Director Anderson re entered the room at 6:50 p.m. to discuss the review.
Motion to reconvene to open session made by Skretta and Seconded by Brown-Kurtz - unanimous. Motion made by Brown-Kurtz that due to a favorable review it is recommended that Director Anderson be moved to Step 2 for the 2024 year; seconded by Condon - unanimous.
- C. 2024 Budget (Informational)
Nothing New. Next Council Meeting it is set for approval.

New Business

- A. Part-Time Library Employees Wage Structure Resolution NO. 2023-1(Discussion/Action)
WI Public Library Staff Compensation Summary Report helped to establish wage ranges. The minimum and maximum wage, also used the City Plan but allows for future growth, and ability to gradually increase rates to match the City's. Right now, it's too high of a jump budget wise. Motion made by Skretta to approve the Part-Time Library Employees Wage Structure Resolution NO. 2023-1; seconded by Stelse - unanimous.
- B. Display and Distribution of Community Information Policy - First Review (Discussion)
Will be voted on at the next meeting. Bulletin board and Pamphlet Rack will be set up in the hall. A time limit, size limit, and acceptable materials etc. will be determined.
- C. 2024 Fees, Overdue, and Charges
Faxing: Outgoing and incoming are now \$1.00, no changes on laminating fee, Lucky Day Print & DVD's no longer have a late fee, Maximum charge for copies is \$20.00, \$0.10 per page for black and white, and for color.
Motion made by Skretta to approve the 2024 Fees, Overdues, and Charges as presented with changes to photo copies; seconded by Brown-Kurtz, unanimous.
- D. 2024 Bridges Library System Member Library & Cafe Agreements
Databases fee went down, No movie license, WI Digital Library Content fee went down, Advantage program fee went down, and Cafe Fee went up. Motion to approve made by Stelse; Seconded by Adams - unanimous.
- E. 2024 Library Board Meeting Schedule
Motion made by Stelse to approve the 2024 Library Board Meeting Schedule; Seconded by Brown-Kurtz - unanimous.

NEXT MEETING DATE: December 13, 2023

ADJOURN MEETING: 8:02 p.m.

Moved by Skretta; Seconded by Stelse; unanimous.