

South Jefferson Public Library

49 Church Street

Summit Point, WV 25446

The Board of Directors of the South Jefferson Public Library met on Tuesday, August 14, 2018 at 5:30 PM with Cathie Burke, Edmond Uzan, Lin Overly, Geoff Koch, and Nick DiGennaro, Library Board Members, and Dana Jenkins, Library Director in attendance.

Minutes:

- Minutes were approved.

Treasurer's Report:

- The treasurer's report for June and July 2018 was reviewed.
 - CD's were reviewed and are paid out every quarter.
- June, July, and August invoices were approved for payment. Under no objections, the treasurer's report was approved.

Director's Report:

- The Circulation and Statistical reports through May were reviewed.
- The monthly report from Martinsburg was reviewed.
- The Library Budget Spreadsheet was reviewed.

Unfinished Business:

- Expansion Update
 - Eddie will place an ad for an architect.
- Employee's leave decision
 - Cathie will ask Karen Goff if we should have employee leave information on the agenda.
 - New library leave policies were approved for FY 2018-2019 and onward.

New Business:

- Nick had volunteers to help with the shelving and they were a tremendous asset. Patrons have complimented the look of the painting and new shelving.
- Additional Painting Estimates
 - The entryway does not look good in comparison to the new painting. Dana asked for an estimate to paint additional areas.
 - \$400 for the entryway.
 - \$600 for the office and the bathroom off of the office.
 - \$450 for the exterior.
 - The three estimates above were approved.
- Parking Lot Estimate
 - The estimate to resurface and paint new lines is \$1,175.
 - The estimate was approved.
- Copier/Printer Contract Changes
 - We are going with a new contract that allows us to no longer pay overages on color copies. The number of color copies in our contract is increasing to 1,000.

- Security Upgrades Quote
 - We now have an alarm on the window and a motion detector in the office.
 - Dana is going to get a quote for window alarms and glass break monitors for additional spots in the library.
 - A motion sensor is covered by the new shelves. We will have to raise the motion sensor.
- What to do with old shelving, curtains, and window screens
 - The board will think of uses for the old shelving.
 - We are going to dispose of the curtains.
 - We are going to dispose of the window screens.
- Trustee's meeting report
 - Cathie attended a trustees meeting at the Bavarian Inn.
 - We should review our policies every three years.
 - PowerPoints will be made available with all the material of the presentations.

Respectfully submitted,

Geoff Koch
Board Member