

South Jefferson Public Library

49 Church Street

Summit Point, WV 25446

The Board of Directors of the South Jefferson Public Library met on Tuesday, March 12, 2019 at 5:30 PM with Cathie Burke, Edmond Uzan, Geoff Koch, and Nick DiGennaro, Library Board Members, and Dana Jenkins, Library Director in attendance.

Minutes:

- February 2019 minutes were approved with edits to the attendees.

Treasurer's Report:

- The treasurer's report for February 2019 was reviewed.
- Invoices from March were approved.
- Under no objections, the treasurer's report was approved.

Director's Report:

- The Circulation and Statistical reports through February was reviewed.
 - Ancestry.com is not being used. We are going to put a sign up on the circulation desk telling the patrons we are thinking about removing the service.
- The monthly report from Martinsburg for February was reviewed.
- The Library Budget Spreadsheet for February was reviewed.
 - We are going to include employee raises on the April agenda. May push this item to May if Lin is not back.

Unfinished Business:

- Expansion Update
 - Current library square footage is 2,800. The estimate for the expansion is about \$250 per sq. ft.
 - Architects are coming next month for discovery sessions.
- Computer work completed
 - All computers installed
- LED lighting samples installed

New Business:

- LED lighting decision now that samples have been installed
 - 29 light fixtures at \$119 per fixture = \$3,451.
 - We are not going to replace the fixtures in the meeting room until after the expansion plans are in place.
- Quotes for blinds
 - Budget Blinds quote was for 5 windows (3 large and 2 small) at \$1,531.
 - Next Day Blinds quote was for 5 windows and 2 door windows for \$2,600.
 - Eddie is going to price check blinds at Home Depot. Once Eddie price-checks, we will confirm via email if he should purchase them.
 - We are going to get a new mini blind for the door blind.
- Upcoming events at the library

- County Commission funding tomorrow, February 13th at 11:30 am in the County Commission meeting room.
- February 14th is The Singing Valentines, a barbershop quartet.
- March 23rd is the Girls' Day Out event.
- April 13th is Easter Egg hunt.
- May 28th is Summer Reading Program sign up.
- Wish tree items received at Christmas.
 - Many patrons donated gifts for Christmas.
 - The gifts will be used to buy supplies for the library.

Respectfully submitted,

Geoff Koch
Board Member