

South Jefferson Public Library

49 Church Street

Summit Point, WV 25446

The Board of Directors of the South Jefferson Public Library met on Tuesday, January 15, 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:

- November 2018 minutes were approved.

Treasurer's Report:

- The treasurer's report for November and December 2018 were reviewed.
- Invoices from remaining November, December, and the beginning of January were approved.
- Under no objections, the treasurer's report was approved.

Director's Report:

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

Unfinished Business:

- Computers have arrived
 - Tina set up Dana's computer. She will set up the new computer for the circulation desk on January 28th.
- Humidifiers Installed
- Lighting – Nick
 - Samples have arrived. We are going to install the samples to see what level of dimness we like for the room before ordering more and installing those.
 - Nick will install the lights as an in-kind donation.
- All painting complete except for the meeting room.
- We are going to check on getting Comcast internet to replace our Frontier line.
- Expansion Update – architect discussion
 - We are currently looking at three architects.
 - We will do a Q&A at a meeting and give them a final submission for proposal.
 - We will interview the architects in an open manner. Architects will be present for every other architect's question session, as well.
 - The board agreed to have an open Q&A session with architects in March while requesting a proposal and sketch to be made by June. We will keep the sketches in a confidential file.
 - Current architects to invite: Lyn Welsh, Jim Burton, Kayla (last name to come from Eddie), Julie Blickenstaff and any other architect that submits interest.
 - We will decide eventually on which engineer to use.

New Business:

- Blind needed for office & new ones for meeting room.
 - We are going to call a few businesses, including Next Day Blinds, to retrieve quotes.

- Audit Report.
 - Audit is complete.
- County Commission budget request approaching.
 - Meeting will be in February.
 - The other libraries in the system, along with us, will request the same amount as last year.
- Cathie attended a meeting on mishandling public funds. She reported back on the methods commonly used to submit fraudulent receipts and embezzle money from local government entities.
- LED lighting quotes.
 - \$118.65 per fixture.
 - This will be tabled until we decide how many fixtures and lights we want installed.

Respectfully submitted,

Geoff Koch
Board Member