

South Jefferson Public Library

49 Church Street

Summit Point, WV 25446

The Board of Directors of the South Jefferson Public Library met on Tuesday, September 11, 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:

- August 2018 minutes were approved.

Treasurer's Report:

- The treasurer's report for August 2018 was reviewed.
- September invoices were approved for payment. Under no objections, the treasurer's report was approved.
- Fiscal Year 2017-2018 Report was reviewed and approved.

Director's Report:

- The Circulation and Statistical reports through August were reviewed.
 - Eddie asked if we could create YoY comparisons for the most recent month.
- The monthly report from Martinsburg was reviewed.
- The Library Budget Spreadsheet was reviewed.

Unfinished Business:

- Expansion Update
 - We had one inquiry for the Architect proposal.
 - We are going to expand our reach with the advertisement by placing the ad in Winchester and Frederick.
- Security Upgrades
 - We are going to have 9 window alarm installed as well as two glass break detectors. The total quote should be about \$1,042.

New Business:

- Additional Painting and Parking Lot Sealing
 - The front columns and benches on the porch are scheduled this week.
 - Next week the parking lot will be sealed.
- 2 Computers, Windows 10 Licenses Needed
 - The tech will help purchase the licenses and computers.
 - Dana will let us know the cost of the new computers once she knows.
- 2018 Summer Reading Program Final Numbers
 - Numbers were down compared to last year overall, but the Teen attendance increased.
- Defibrillator – Grants Available – Friends group will help
 - Lindsay Koch researched grants and The Friends Group will facilitate the grant process.
- Lighting

- Nick is going to price LED light bulbs in the ceiling throughout various spots in the library.
- We are going to consider changing all light bulb and light bulb fixtures to LED throughout the library.

Respectfully submitted,

Geoff Koch
Board Member