

South Jefferson Public Library
49 Church Street
Summit Point, WV 25446

The Board of Directors of the South Jefferson Public Library met on Tuesday, October 9, 2018 at 5:30 PM with Cathie Burke, Lin Overly, and Geoff Koch, Library Board Members, and Dana Jenkins, Library Director in attendance.

Minutes:

- September 2018 minutes were approved.

Treasurer's Report:

- The treasurer's report for September 2018 was reviewed.
- September invoices were approved for payment. Under no objections, the treasurer's report was approved.
- We now have to give a separate breakdown for Grants-In-Aid on a Profit & Loss statement. We will report the Grants-In-Aid and other grants separately as well as wages.

Director's Report:

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

Unfinished Business:

- Expansion Update
 - No expansion update.
- No Computer Prices yet
 - Tina is scheduled to come Monday, October 15 to find and order computers.
- Lighting
 - Have not heard back on pricing for new LED lighting in the meeting room. Dana will email and ask about an estimate.

New Business:

- Heat units need humidifiers replaced – have price quote
 - We are going to get two new humidifiers for \$3,425.00
- Children's area, public bath painting
 - Dana going to get an estimate.
- Upcoming book sale October 18, 20, 21
 - We will see if anybody has any books to donate to the sale.
- November/December holiday closings
 - We will be closing on November 12th in observance of Veterans Day, as well.
- Need someone to install old shelves, signs
 - Will need somebody to install one old shelf.
 - We will ask Bill Shea and pay him for his services.
 - We will place a shelf next to the water cooler.

Respectfully submitted,

Geoff Koch
Board Member