

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

The Board of Directors of the South Jefferson Public Library met on Tuesday, June 9, 2020 at 5:30 PM with Cathie Burke, Edmond Uzan, Geoff Koch, and Susan Cardella (Library Board Members), and Dana Jenkins (Library Director) in attendance.

Minutes:

- May 2020 minutes were approved.

Public Comments:

- No public comments.

Treasurer's Report:

- Balances for May 2020 were reviewed.
- The treasurer's report for May 2020 through June 9, 2020 was reviewed.
- Under no objections, the treasurer's report was approved.

Director's Report:

- The Circulation and Statistical reports through May 2020 were reviewed.
- The monthly reports from Martinsburg for May 2020 were reviewed.
- The Library Budget Spreadsheet for May 2020 was reviewed.

Unfinished Business:

- Expansion Update, if any
  - We have not heard from the architect. Eddie will reach out to her and ask her to come to the August 2020 meeting.
    - The architect will have to submit a finished drawing for review by the second Tuesday of July for input by the Director and staff. At the latest, we have to receive the new drawings by the second Tuesday in August.

New Business:

- Review security quote
  - Recordings will be stored in the cloud.
  - Any additional funding will be used to purchase additional cameras to cover the entire exterior of the building.
- Reopening plans
  - There is no indication of when libraries will be opening in the state.
    - Martinsburg is considering options for when to open to let patrons into the building.
    - We will continue following the state guidelines.
- Remainder of FY 19-20 Spending
  - We will spend a portion of remaining money on additional security cameras.
  - Dana will contact vendors for commercial flooring.
  - We will check on UV lighting and floor signs as well.
  - The new book return will need to be placed on either the blacktop or the sidewalk (concrete).
  - New chairs are on order.
  - We will paint the meeting room with the same gray color the transition area is.

- Summer Reading Program plans
  - Programs will be virtual this year.
  - The state library commission has an app (Read Squared) that patrons can use.

Respectfully submitted,

Geoff Koch  
Board Member