

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 10, 2019 at 5:30 PM with Edmond Uzan, Lin Overly, Geoff Koch, and Susan Cardella, Library Board Members, and Dana Jenkins, Library Director in attendance.

Beginning Items:

- All board members introduced themselves to Susan and Susan introduced herself to the board.

Minutes:

- June 2019 minutes were approved.

Treasurer's Report:

- The treasurer's report for September 2019 was reviewed.
- Remaining invoices from July and August were approved.
- Invoices from July and August were approved.
- Under no objections, the treasurer's report was approved.

Director's Report:

- The Circulation and Statistical reports through August was reviewed.
- The monthly report from Martinsburg for June, July, and August was reviewed.
- The Library Budget Spreadsheet for June, July, and August was reviewed.
 - Revisions were made to the audit and longevity pay line items and were unanimously approved.
 - Amount budgeted for Audit increased to \$3,500. Longevity Pay decreased to \$3,300.

Unfinished Business:

- Expansion Update
 - We will vote on the architects at the next meeting due to lack of bids.

New Business:

- Annual audit for FY 2018-2019 scheduled for Sept 23-26.
 - Firm from Wheeling is performing the audit for \$3,500.
- Upcoming holiday closure changes.
 - We are going to close Thursday, December 26 for Christmas.
 - We are also going to close on Thursday, January 2 for New Years.
- Director's upcoming vacation dates – Dec 19 – Jan 5
- WVLA Fall conference will be held in Shepherdstown Oct 16-18 at The Clarion.
 - They usually do trustee sessions so Dana will let us know when the schedule comes out.

Respectfully submitted,

Geoff Koch

Board Member