

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

The Board of Directors of the South Jefferson Public Library met on Tuesday, March 10, 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:

- February 2020 minutes were approved.

Public Comments:

- No public comments.

Treasurer's Report:

- Our balances for our bank accounts were not available because Lin was not in attendance.
- The treasurer's report for February 2020 was reviewed.
- Remaining invoices from February and invoices from the beginning of March were approved.
- Under no objections, the treasurer's report was approved.

Director's Report:

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

Unfinished Business:

- Expansion Update, if any (architect to present plan changes)
 - Rosalind Welsh will send a copy of the site plan to us. We will use the copy of the site plan to ascertain an estimate from Lavell prior to deciding on further expansion details.
 - We are going to ask if we can eliminate one of our bathrooms with the new expansion or if we are required to maintain a minimum number of bathrooms based on square footage or capacity.
 - We will consider adding child-friendly sinks in the new bathrooms as well as deliberate on what to do regarding the computer rooms.
 - Geoff to ask about LEEDS certification and possible donations from local businesses.
- Expansion fundraising information – (Friends' member unable to meet until April)

New Business:

- Financial/Audit information from Lynn, Martinsburg
 - Balance Sheet will now be used instead of the first page of the Treasurer's Report.
 - Dana will find out the cost difference if we do payroll with a time clock at our library.
 - Cathie and Eddie researched an ICS (Insured Cash Sweep) account with BCT. We unanimously approved to place some of our checking account money into an ICS account.
- Girl's Day Out event – March 28 from 12:00pm to 4:00pm
 - Advertising from March 10 through March 28 in The Spirit of Jefferson is \$100.
 - The event will be both inside and outside with food vendors.
- Flag pole problem
 - The rope on the flag pole broke and we have to replace it. The West Virginia flag currently cannot be hanged.

- Novel Coronavirus Policy
 - If the school system is closed, the library will be closed. We will also follow guidance from the WV Health Department and the Jefferson County Health Department.

Respectfully submitted,

Geoff Koch
Board Member