

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

The Board of Directors of the South Jefferson Public Library met on Tuesday, February 11, 2020 at 5:30 PM with Cathie Burke, Edmond Uzan, and Susan Cardella (Library Board Members), and Dana Jenkins (Library Director) in attendance.

Approval of minutes

January 2020 minutes were approved.

Public Comments:

No public comments.

Treasurer's Report:

- Balances as of February 2020 were reviewed.
- The treasurer's report for January and February was reviewed.
- Under no objections, the treasurer's report and monthly invoices were approved. We discussed Linn's email about the possibility of getting a Money Market account. Eddie is interested in meeting with Tim Lewis from BCT to negotiate a better interest rate, and to discuss an "insured cash sweep" since we're insured only to \$250K. Cathie and Eddie will go on a fact-finding mission.

Director's Report:

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

Unfinished Business:

- Expansion Update
Rosalind Welsh attended the meeting and we discussed some details, including façade and landscaping. It was decided that the library staff would spend some time giving thought to the interior plan, and Ms. Welch produce a ¼" scale drawing; an invoice is forthcoming.
- Expansion fundraising information
We reviewed the gambling permit, which is a "charitable Bingo and raffle" license. Eddie will check with Cookie. A representative from the Friends group will attend our April meeting.

New Business:

- New employee: Amber Griffith began February 1; she works every other weekend and fills in.
- Library's nonprofit information: The library is a 501-C3 organization.
- Panic button: Dana got a quote from Glessner. The cost of installation is \$175. We voted to approve the installation.
- Dana will meet with Lynn, from Martinsburg on Feb 19 to go over Quick Books and time tracking.
- The County Commissioner budget meeting is Wednesday, February 12, from 11:15-11:30. Dana, Cathie, and Sue plan to attend.

Minutes respectfully submitted by Sue Cardella/ Board Member