

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 13, 2018 at 5:30 PM with Cathie Burke, Edmond Uzan, Geoff Koch, and Nick DiGennaro, Library Board Members, and Dana Jenkins, Library Director in attendance.

Minutes:

- Minutes were approved with corrections.

Treasurer's Report:

- The financial report for February 2018 was reviewed. February invoices were approved for payment. Dana will add the maturity date for the CDs. Under no objections, the treasurer's reports were approved.
- August 2017 was showing an expense of "Retainer" for \$1,000. Dana will investigate what that is.

Director's Report:

- The Circulation and Statistical reports through February were reviewed.
 - Geoff will figure out how to get the data out of TLC's Cognos instance.
 - We will have to brainstorm what we want to do with the data.
- The monthly report from Martinsburg was reviewed.
- The Library Budget Spreadsheet was reviewed.

Unfinished Business:

- Expansion Update – Two architects met with Eddie and Cathie.
 - Helbing did a presentation and took our drawings and will do a rendition of the library and the footprint. He will do this pro bono.
 - The other architect came out and took pictures and did renditions and will come back.
- Banking Paperwork for board changes.
 - Lin received it, signed it, and sent it back.
 - We will check with the bank to see if we can wait on Lin and use the same paperwork. If we can't we will start the process over when Lin gets back.
- Bench prices for Anne Callahan memorial
 - The company only does everything online now – no catalog. Benches are made in Kansas and there is a two-week turnaround for engraving.
 - Cost for a 5-foot bench with engraving is \$986.00. 6-foot is \$1,007. Shipping is approximately \$183.
 - The friends group has offered to contribute \$800 toward the purchase of the bench.
 - We have to decide where we are placing the bench.
- Shelving prices
 - Total quote is \$8,177.27 and encompasses 19 total units.
 - We may want to paint the walls after taking down the old shelving before installing the new shelves.
 - Dana will check to see if J.P. Jay does the prep work and how much it costs if they do. She will also ask for a new quote if we change the half shelf to a full shelf.

- Thoughts on how to provide employees compensation since they cannot receive bonuses
 - Eddie came up with one hour per pay period. We can adjust based on fulltime and part time. Part time would get one hour every two pay periods.
 - Eddie will create a formula to calculate the accrual rate for fulltime and part time.

New Business:

- Board meeting dates
 - Board meetings will be second Tuesday of each month at 5:30 pm.
- FY 2016-2017 Audit – Fizer & Associates
 - The audit is finalized and is scheduled this month.
 - FY 2017-2018 audit will be in September.
- Employee handbook change on holidays
 - “If board decides to close the day before or after a holiday, all employees will be compensated for the missed day.”
 - Board approved this change.
 - We will have to add the change related to employee “bonuses” (additional days off).
- Donations
 - We received a number of items from a wish tree during the holidays, including gift cards, books, and supplies.

Respectfully submitted,

Geoff Koch
Board Member