

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

The Board of Directors of the South Jefferson Public Library met on Tuesday, May 19, 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:

- March 2020 minutes were approved.

Public Comments:

- No public comments.

Treasurer's Report:

- Balances for March 2020 through April 2020 were reviewed.
- The treasurer's report for March 2020 through May 19, 2020 was reviewed.
- Under no objections, the treasurer's report was approved.

Director's Report:

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

Unfinished Business:

- Expansion Update, if any
 - Eddie contacted the architect for an update on the plans because we have not seen any updates.

New Business:

- Review and Approve Budget FY 20-21
 - Proposed budget was approved for FY 20-21
- Discuss Reopening Phases
 - Stage 1 is currently in operation.
 - When the local government offices open for operation, we will be opening as well.
 - Along with opening, we will be considering time limits in the library as well as a separate entrance and exit point.
 - Public restrooms will have to be disinfected after each use.
 - Water cooler will be moved to the office.
 - Additional steps will be taken to mitigate exposure to COVID-19 on surfaces throughout the library.
- FY 19-20 Spending
 - Options for spending our funds include but are not limited to:
 - We want to buy new vinyl chairs for the library.
 - We will look into clearing the shrubbery around the property line behind the library.
 - A second book drop.
 - Replacing the floor in the office.
 - Look into disinfectant fogger machines.
 - Video cameras to expand our security system.

Respectfully submitted,

Geoff Koch
Board Member