

## **South Jefferson Public Library**

49 Church Street

Summit Point, WV 25446

The Board of Directors of the South Jefferson Public Library met on Wednesday, January 24, 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:

- The minutes from the November 8, 2017 meeting were approved with the understanding that typos would be corrected.

### Treasurer's Report:

- The financial reports for November and December was reviewed. November, December, and January invoices were approved for payment. Under no objections, the treasurer's reports were approved.

### Director's Report:

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

### Unfinished Business:

- Edmond delivered an update to the board on the proposed expansion. The update included the following items:
  - The board must meet with the Methodist church, regarding the parking lot, again because the initial meeting was not on the official agenda.
  - Cathie will draft another letter to the church asking for a response to the items proposed in the November 2017 letter.
  - Edmond proposed hiring an attorney to draft paperwork to ensure the agreement between the church and the South Jefferson Public Library meet all the legal requirements of a contract.
  - Edmond will contact three architects for quotes after an agreement is officially reached with the church.
- Upon the submission of proper banking paperwork, Edmond will have authority to sign checks on behalf of the South Jefferson Public Library.

### New Business:

- New board members, Geoff Koch and Nick DiGennaro, were welcomed and given materials on the Trustees Manual.
- The board will welcome Gretchen Fry, Martinsburg-Berkeley County Public Library Director to our February or March meeting.
- The Jefferson County Commission will have a funding meeting in February. The board will ask the commission for our funding to remain constant. Dana will present information on how the SJPL meeting room is used in a myriad of ways, including, but not limited to:
  - Ruritan meetings

- Conducting private business
- HOA meetings
- Various organization meetings
- AARP Tax Assistance for the elderly
- The board can no longer give bonuses to employees. As such, Cathie has emailed Karen Goff, Executive Secretary of the West Virginia Library Commission, to confirm it is legal to give employees a paid holiday instead. Board members will continue to think of alternatives to bonuses.
- Anne Callahan, a Summit Point local instrumental in raising funds for the library, recently passed away. The board would like to memorialize her in some form. It was decided that the board will purchase a bench dedicated to her memory. Dana will receive quotes for the bench.
- The library is in need of additional shelving. After a walkthrough of the areas in need, it was decided that Dana should receive quotes on extending shelves to cover the entirety of multiple walls.
- Dana reviewed the current employee handbook regarding the pay for employees should the library choose to close. The board must create an amendment explicitly stating employees will be paid when the library chooses to close.
- The board reviewed information from Kathy Held, member of the Friends of South Jefferson Public Library, related to the application of multiple grants for the library. Kathy is applying for the following grants:
  - Walmart
  - Dollar General
  - Nora Roberts Foundation
  - Pilcrow Foundation
- Kathy Held indicated grants she may apply for in the future. These grants include:
  - The Ambrose Monell Foundation Grant
  - The Lisa Libraries
  - Surplus Books Program
  - USDA
  - Ezra Jack Keats Mini-Grant
- The board decided to place an ad in the South Jefferson Elementary yearbook. Since the library is a business partner with South Jefferson Elementary, an ad will not have to be placed in other schools' yearbooks.

Dana will email the date(s) and time(s) options for our next meeting.

Respectfully submitted,

Geoff Koch  
Board Member