

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

The Board of Directors of the South Jefferson Public Library met on Tuesday, April 10, 2018 at 4:30 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 March 2018 was reviewed. March invoices were approved for payment. Under no objections, the treasurer's reports were approved.

Director's Report:

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

Unfinished Business:

- Expansion Update
 - Helbing did not give a sketch, but Burton gave sketches. We all think we need to have a concept sketch from every architect.
 - Dana will look at past bids to look at protocol for bids.
- Engraving information from Friends Group
 - "In memory of Anne Callahan, a true friend to the library." Is the engraving. Dana needs to order the bench.
- Shelving prices (revised)
 - Originally the quote was \$8,177. Adding additional shelf space moves the quote up to \$8,394.
 - We will have around 2-3 months to bring shelves down and repainted.
- Final thoughts on employee leave.
 - We will adjust the leave accrual so employees working greater than or equal to 30 hours per week will earn 9 days of leave per year.
 - Employees must use the 9 days each year or lose it.

New Business:

- Employee Changes – Ginny retiring April 29, 2018
 - Ad will be placed in the paper tomorrow, April 11th. We also shared the ad on Facebook and have received some interest from patrons.
 - April 24th will be a "Ginny" day to celebrate her years of service.
- FY 2016-17 Audit – met with accountant April 4th
 - The accountant recommended giving merit pay increases to employees.
- Employee handbook changes
 - Once we finalize the leave plan, Dana will place that into the handbook.

- Lin returns end of April/first of May
- Copier/Printer contract – 3 month review
 - We are over our “copy” amount and will have to adjust this figure.
 - For color, we make about 800 copies/prints. We estimated about 250.

Respectfully submitted,

Geoff Koch
Board Member