

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 13, 2018 at 5:30 PM with Cathie Burke, Edmond Uzan, Geoff Koch, and Nick DiGennaro, Library Board Members, Dana Jenkins, Library Director, and Gretchen Fry, Director of the Martinsburg-Berkeley County Public Library System in attendance.

Minutes:

- Minutes were approved with no corrections.

Treasurer's Report:

- The financial report for January 2018 was reviewed. 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.
 - Geoff had a question. How does our Juvenile circulation compare to other libraries in our area?
- The monthly report from Martinsburg was reviewed.
- The Library Budget Spreadsheet was reviewed.

Unfinished Business:

- Expansion Update - Eddie has a call into Dan, an architect. There is a new lead on another architect.
 - Eddie will look at Solar Holler to assess the possibility of obtaining solar panels for the library in similar fashion to Harpers Ferry's procurement.
- Banking Paperwork for board changes.
 - Lin is still waiting for the paperwork from the bank. Dana will contact the bank and Eddie may have to sign paperwork again.
 - This issue will be tabled until Lin comes back from Florida.
- Bench prices for Anne Callahan memorial
 - The bench, itself, costs \$340. A plate included is \$58 extra and \$8 per routed letter. We will consider a cost between \$600 and \$800.
 - Dana will contact The Park Catalog to see how much the shipping will be as well as where the bench is manufactured.
- Ad supplied to South Jefferson Elementary for their yearbook. The ad was \$50.
- Friends of South Jefferson Public Library applied for four grants.
 - Walmart – Program supplies and eBooks
 - Dollar General – Summer Reading Program
 - Nora Roberts Foundation – New chairs, custom end cap, and more eBooks
 - Pilcro Foundation – Children's books

New Business:

- New board members, Geoff Koch and Nick DiGennaro, were asked of their thoughts.

- Geoff has thoughts on possibly creating a dashboard of the circulation data for the library that can be embedded on our website. The dashboard will hopefully drive more items to be circulated by those visiting the website.
 - Geoff will investigate what reports are currently available and develop a concept dashboard prior to the next meeting.
- Nick wondered why we did not carry The Washington Post.
 - We may look at subscribing to this paper.
- County Commission funding meeting on Monday, February 12, 2018.
 - Dana and Harpers Ferry were unable to present to the county commissioners due to timing restraints. The results of the meeting will be revealed in the coming weeks.
- Thoughts on how to provide employees compensation since they cannot receive bonuses.
 - Eddie will create a holiday scale for each employee equivalent to the usual \$200 bonus.
- Shelving
 - The company we previously used for shelving is no longer in business.
 - J.P. Jay came and measured the current shelving and we are awaiting an estimate on the additional shelving. They know of architects specializing in libraries and will pass this information along to us.
- Upcoming Events
 - Singing Valentines (February 28)
 - Egg Hunt (March 24)
 - Girl's Day (March 24)
 - Four vendors signed up so far. Eddie will contact somebody regarding the opportunity to sell essential oils at the event.
- Old Equipment
 - Copier – The church did not want it.
 - Fax Machine – Nobody has come forward wanting this.
 - Color Printer – Sitting in the office now.
 - Black and White Printer – We are keeping as a back up.

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

Respectfully submitted,

Geoff Koch
Board Member