

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

The Board of Directors of the South Jefferson Public Library met on Tuesday, June 12, 2018 at 5:30 PM with Cathie Burke, Edmond Uzan, Lin Overly, Geoff Koch, and Nick DiGennaro, Library Board Members, and Dana Jenkins, Library Director in attendance.

Beginning Items:

- Karen Goff said we could add agenda items to an agenda at the beginning of the meeting if there are no objections. If there are objections, we will vote on the matter.
- Eddie wanted to add an item to New Business about keys.
- We also added the break-in to New Business.

Minutes:

- Minutes were approved.

Treasurer's Report:

- The treasurer's report for May 2018 was reviewed.
 - CD's were reviewed and are paid out every quarter.
- May invoices were approved for payment. Under no objections, the treasurer's report was approved.

Director's Report:

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

Unfinished Business:

- Expansion Update
 - Eddie will send another draft for the board. An ad will be placed for a bid request, asking interested parties to contact Eddie and to include information relating to references and licensing. Each bidder will then receive a package to complete for us to review.
 - If there is no expansion update, we will just include in the minutes that there was nothing to discuss. To alleviate any issue regarding lack of clarity around the expansion updates to the public, we will place our phone number at the top of every meeting minute document.
 - We will look to place the minutes and agenda on our website.
- Employee's leave decision
 - The board reviewed and amended the leave policy to specify benefits available only to the Library Director. Some of the changes include:
 - It was decided that a new employee does not have access to any leave until they are employed for four months.
 - Any employee working under 20 hours per week does not receive leave. Part time employees do not receive personal leave.
 - Cathie will write another draft and send to everybody to review again. We plan to vote on this new policy at the August 2018 meeting.

- FY Spending
 - Dana will schedule a tree trimming.
 - Mowing and snow removal will be paid for.
 - Signs replacing and painting the handicap area. It would be \$50 to repaint the handicap area. The entire parking lot is \$160. We will try and paint and seal the entire parking lot.
 - Nick will call somebody to come out and complete this work.
 - Nick is going to place the new bench by the flag pole.
- Shelving update and painting estimate
 - Rankin gave an estimate of \$900 for the entire area.
 - Shelving is delayed and will have to wait until Dana comes back from the beach.
 - Cathie will contact 4-H and Nick will contact Boy Scouts to help move all the books off the shelves.

New Business:

- Summer Reading Program Begins June 18
- Vacation Dates
 - Dana is gone July 5th through July 15th. She is also taking the last few days of June off.
- Copier/Printer Contract Changes
 - The rep is working on the numbers.
- Keys
 - Everybody needs a set of keys to enter the various rooms of the library.
 - Dana is going to give keys to Geoff and Nick. Everybody board member should have a master key.
- Break-In
 - Is it cheaper for us to pay the window or go through insurance to have the window replaced?
 - Dana is checking the policy.
 - Window is being repaired Thursday, June 21.
 - Dana is getting prices for a camera at the front of the library.
 - Parking lot sign saying parking lot is only for library customers.
 - Eddie is also doing a "No Money Left on Premises".
 - We want to pay Bill for being here after the break in.

Respectfully submitted,

Geoff Koch
Board Member