

## 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 8, 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:

- Minutes were approved.

### Treasurer's Report:

- The financial report for April 2018 was reviewed. April invoices were approved for payment. Under no objections, the treasurer's reports were approved.

### Director's Report:

- The Circulation and Statistical reports through April were reviewed.
- The monthly report from Martinsburg was reviewed.
- The Library Budget Spreadsheet was reviewed and the total for April was incorrect. Dana will make the correction.

### Unfinished Business:

- Expansion Update
  - We need to know what questions to ask the architect. Lynn Welsh mentioned that she would help with writing up a bid.
  - Eddie will look to see if have a requirement to accept the lowest bidder.
  - Requirements for architect:
    - We want to match the surrounding buildings.
    - Outside pavilions that will eventually be converted to building space.
    - Combined paved parking lot.
    - Matching current building.
    - Structurally sound for a second story.
    - Sketch required.
- Bench arrived, but needs to be put together.
  - May dedicate the bench some time in June.
- Shelving Update
  - The week of June 22<sup>nd</sup> that the shelves would be installed.
  - We will have to move the books and paint the walls some time in early to mid June.
- Final thoughts on employee's leave
  - Cathie will email Karen Goff about how we should track the leave our employees receive and who we report it to.

### New Business:

- New Employees
  - Sarah Lemon Wilt replaced Ginny. She is working at 26.5 hours per week.
  - Also hired Mackenzie Biddle to replace Paulette. Working 11 hours every other week and substitutes.

- FY 18-19 Budget
  - Funding is exactly the same as last year's, so the budget remains the same.
- FY Spending
  - Since it is the end of the fiscal year, we are required to spend a set number of dollars. In the next two months.
    - We should order American flags so the flag on the flagpole can be replaced.
    - Get the tree by the road trimmed and look at the other trees to be trimmed as well.
  - We will think of additional items to include in the spending.

Respectfully submitted,

Geoff Koch  
Board Member