

MINUTES OF THE JUNEAU PUBLIC LIBRARY BOARD OF TRUSTEES – January 12, 2022

President Eileen Gratton called the meeting to order at 5:01 PM. Present were Eileen Gratton, Jenifer Hirschfeld, Annette Thompson, Kay Marose, Rosemary Smanz, Jessica Johnson and Library Director Jannette Thrane.

Excused - Wendy Jo Smedema.

Public Comment/Correspondence – Jeff Nowicki from Hometown Glass provided information and renderings regarding window replacements. There are currently 6 window units that are fogged and need replacement. Eventually all window will experience this deterioration and will need to be replaced. The quote provided to the board included between-the glass-blinds however Mr. Nowicki will send Jannette a quote that doesn't include the blinds. Also the quote does not include finishing the new wood trim.

Agenda – A motion to approve agenda was made by Gratton and seconded by Smanz. Motion passed.

Minutes – A motion to approve the December 8, 2021 minutes was made by Gratton and seconded by Smanz. Motion passed.

Budget – Library Director reviewed the 2021 budget. The library will end the year within budget. There are a few expenses yet to come in but there is adequate monies to cover all expenses. The VoIP telephones created unplanned expenses. Hopefully the projected cost saving with the new phone system will be seen in 2022.

Financial – A motion to pay the bills was made by Thompson and seconded by Marose. Motion passed. Jenifer Hirschfeld presented December Treasurer's Report. A motion was made by Gratton and seconded by Thompson to approve the Treasurer's report. Motion passed.

Building/Grounds – The Cross Connection Control Program is to help eliminate possible contamination of the public water distribution system. Following an inspection of water pipes in the library on November 10th the library was found to be in non-compliance. Juneau Utilities was notified and has been engaged to fix the problem. Jannette will follow-up with Juneau Utilities to assure the library is in complete compliance and will get clarification on billing statement.

Currently the library is having issues with faxing however Jannette is working with Javis Industries to restore the library's faxing capabilities.

Emergency lighting was malfunctioning in the control room and was replaced.

Services & Programs – The board was updated on December programming and upcoming January programming. The library is bringing back programs that were halted due to COVID 19. Starting in January the library will offer Hoopla digital to card holders with a limit of 10 check-out a month

Public Relations – Parade of trees was a success with the library receiving a \$500.00 donation from the American Legion. Several new folks were involved in this years "Countdown to Christmas" story times which the library does in partnership with Juneau's local access cable channel. Additionally on February

3 at 5:30 the library will present “Abraham Lincoln: A New Birth of Freedom” program co-sponsored by the Friends of the Library.

Staff –Jannette is in the process of hiring an additional page. The City is sunsetting the COVID 19 Plan and Procedure in 30 days so staff will need to utilized their own time if ill.

Policies –Board will review the two policies Janette provided –Library Collection Development Policy and Challenge Materials Policy– this matter will be discuss at an upcoming meeting.

Monarch Library System – Annual report is due March 1, 2022

Director’s Report- provided to all board members

Board Planning – Next meeting Wednesday, February 9 at 5:00

Motion made by Thompson and seconded by Hirschfeld to adjourn. Motion passed. Meeting adjourned at 6:20 pm.

Respectfully submitted,

Kay Marose