

## **MINUTES OF THE JUNEAU PUBLIC LIBRARY BOARD OF TRUSTEES**

**Wednesday, February 10, 2021**

President Eileen Gratton called the meeting to order at 5:04 PM. Present were Eileen Gratton, Alderperson Paul Shanks, Wendy Jo Smedema, Rosemary Smanz, Jenifer Hirschfeld, Kay Marose, Supt. Annette Thompson, and Library Director Jannette Thrane.

### **Public Comment:**

None

### **Agenda:**

-A motion to approve the agenda was made by K Marose and seconded by J Hirshfield. Motion carried.

### **Minutes:**

-A motion to approve the minutes of the December 9, 2020, meeting was made by K Marose and seconded by E Gratton. Motion carried.

### **Budget:**

-Library Director Jannette Thrane shared the monthly expense reports along with the year-to-date city expenditures from December 2020 and January 2021. She has been working with City Clerk on clarifying numbers.

### **Financial:**

-A motion to approve payment of the bills from December 9-31, 2020, was made by P Shanks and seconded by K Marose. Motion carried.

-A motion to approve payment of bills from January 1-February 9, 2021, was made by A Thompson and seconded by P Shanks. Motion carried.

-A motion to approve the December 2020's Treasurer's Report was made by E Gratton and seconded by P Shanks. Motion carried.

-A motion to approve the January's Treasurer's Report was made by K Marose and seconded by E Gratton. Motion carried.

-A motion to approve the Federated Fund Annual Report for 2020 was made by E Gratton and seconded by R Smanz. Motion carried.

-Year-to-date Board expenditures were shared for both December 2020 and currently 2021.

### **Building/Grounds:**

-Library Director Jannette Thrane shared that the UPS(uninterrupted power supply) system in the Utility Room needed to be replaced. Monarch IT was able to complete this task.

### **Personnel:**

-Library Director Jannette Thrane shared that both pages were up for their 6-month probation period review. There will also be a staff work day on Saturday, February 20 to clean out the storage area in the large meeting room.

### **Services & Programs:**

- Lower number of participants in January due to going to curbside service.
- The library will try a STEAM and craft activity for the teens
- Year to date circulation totals were shared for the end of the year 2020 and current numbers.
- Wonderful Winter Reading Challenge was extended through February 14 and the winners of the two gift baskets will be on Monday, February 15.
- Library Director Jannette Thrane shared that the JPL now offers mobile printing.
- MJS newspaper subscription was switched from paper copy to digital. Wall Street Journal is up for renewal in March and Library Director Jannette Thrane is looking into the savings of a digital subscription.

### **Public Relations:**

- Library Director Jannette Thrane shared that the JPL will be teaming up with the Juneau Rec. Dept for a March 15 cartooning program held at the Community Center. It will be a virtual program and the Friends of the JPL will be funding half of the cost. There is no school for either Dodgeland or St. John's that day and the Rec Dept will be offering other activities throughout the day.
- Research is still being completed on purchasing iPads with a SIM card already installed to provide internet access instead of purchasing a mobile hotspot
- The JPL was approached about opening up the Board Room for scheduled patron usage. Library Director Thrane shared policies in place from other libraries. Board discussed and agreed the room can be opened but a Board Room reservation policy must be created.

### **Policies:**

- Library Director Thrane discussed the need for a "Code of Conduct" policy for library patrons. Board members shared that there is one already in use at the JPL. She will look into locating a copy of that policy.

### **Monarch Library System:**

- Kim Niesing will be full-time Monarch staff starting March 8.
- DPI's Annual Report is due for approval by the Library Board in February. It needs to be reviewed by MLS before being approved by this board. A special meeting will be scheduled for Wednesday, February 24, 2021, at 5 pm for approval.

**Director's Report:** It was provided in printed form.

The next monthly meeting of the Juneau Library Board of Trustees will be held on Wednesday, March 10, 2020, at 5:00 pm.

A motion to adjourn at 6:06 pm was made by R Smantz and seconded by P Shanks. Motion carried.

Respectfully submitted,

Wendy Jo Smedema/Secretary

Disclaimer: These minutes are unapproved, and any corrections made thereto will be noted in the meeting at which they are approved.