

JESUP PUBLIC LIBRARY BOARD OF DIRECTOR'S MEETING
MONDAY, OCTOBER 28, 2019

The Jesup Public Library Board of Directors met on Monday, October 28, 2019. President John Bergman called the meeting to order at 6 p.m.

Present: Becky Burke, Becky Wehrspann, Tony Lang (via phone), Linda Schmit, Angie Sabers, Dana Hummel, Kraig Emick, Trela Rottinghaus

Absent: Al VanderHart

The agenda was reviewed; a motion was made by Dana and seconded by Kraig to approve the agenda. All voted aye; motion carried.

SECRETARY'S REPORT

A motion was made by Kraig and seconded by Angie to approve and accept the secretary's report. All voted aye; motion carried.

FINANCIAL REPORT

A motion was made by Angie and seconded by Dana to accept the City Clerk's report. All voted aye; motion carried. A motion was made by Linda and seconded by Kraig to pay the bills. All voted aye; motion carried.

DIRECTOR'S REPORT

- Numbers are steady, and the Library is staying busy. Several school classes have visited, thus the number of new library cards.
- Becky B. attended the county library meeting in Fairbank; The County Supervisors meeting is scheduled for December 2.
- Friends of the Library are hosting a Vendor/Craft Fair on Saturday, November 9
- Soffit/gutter repair almost complete; mold and water damage has been found – an assessment will be completed soon, with two roofing quotes forthcoming.

COMMITTEE REPORTS

- **Executive Committee:** discussed roof repair/replacement; John & Tony met with Becky B. to discuss Director evaluation.
- **Outreach Committee:** Discussed survey results; brainstormed options for electronic sign.
- **Facilities & Grounds Committee:** Discussed roof replacement; 10-year plan gives flexibility with current roof situation.
- **Finance Committee:** Reviewed proposed 2020-2021 budget presented by Director; increase 'Replacement-Equipment' (savings) line item from \$1500 to \$5000; total budget increase is less than 3%.

CITIZEN INPUT

- None

President John called for moving the New Business ahead of the Old Business, as we were waiting for a guest to arrive. A motion was made by Linda and seconded by Kraig to reverse the order of items remaining on the agenda. All voted aye; motion carried.

NEW BUSINESS

- Budget: Becky B. presented the 2020-2021 budget to the Finance Committee. Salaries were discussed and will remain as previous year. The recommendation was made from the Finance Committee to accept the Director's proposed budget as ready to send to the City, with an explanation for the line item increase. All voted aye; motion carried.

OLD BUSINESS

- Marketing/Logo: Guest Matt Krivanek joined the meeting to discuss taking steps toward branding/marketing the Library. The seven steps are:
 1. Research/Information Gathering: Who is your audience?
 2. Focus/Personality: Mission Statement
 3. Business Name
 4. Brand colors/fonts
 5. Slogan
 6. Logo
 7. What's next?

We will begin with #1 at our November meeting, and continue through the steps in the next over the course of the next several months.

Our next meeting is Monday, November 25 at 6 p.m.

Kraig motioned to adjourn at 7:40 p.m.

Respectfully Submitted,



Becky Wehrspann, Secretary