

Negaunee Public Library Board

10:15 a.m., December 15, 2020

Via Zoom

<http://www.zoom.com>
Meeting ID: 891 7115 4768
Passcode: 272999

Dial by your location
+1 312 626 6799 US (Chicago)
Meeting ID: 891 7115 4768
Passcode: 272999

1. Call to order
2. Secretary's Report
3. Public Comment
4. Financial Report
5. Communications
6. Librarian's Report
7. Unfinished Business
 - a. Recruiting more advisory board members (2 openings)
 - i. Ordinance update
 - ii.
 - b. Friends' lawn sale
 - c.
8. New Business
 - a. FY2021 budget
 - b.
9. Adjourn

Next meeting: January 19, 2021

Officers:

President: Al Sundine

Vice President: Laura Jandron

Secretary: Jenny Jessee-Beck

Negaunee Public Library Board Meeting

1. Call to Order - September 22, 2020 @ 10:15 a.m.
2. Secretary's report - read aloud and approved.
3. Public Comment - None
4. Financial Report - The Friends of the Library are continuing to finance books / audiobooks
5. Communications - Sanborn digital fire maps are still available. A library board member application was received, but sadly, had to be refused as the individual lives in Negaunee Township.
6. Librarians Report - attached / approved
We were brought up to date on the Summer Reading Program. 60 adult entries were submitted. Children's numbers are unavailable at this time.
7. Unfinished Business - Board member Laura Jandron made a motion to rewrite the city ordinance that bans Negaunee Township residents from serving on the Library board. Secretary Jenny JESSEE-BECK seconded the motion. All approved.
- b. Grants update - Dory wrote a grant in August 2020 to the American Library Association for more library inclusion as well as a grant to The Dollar General Corporation. In all, the Library has received \$10,000.00 in grants for the year 2020!

c. Spending Freeze Update - The Freeze continues thru Oct 2020, Friends of the Library will continue to finance books - Thank you!

d. No budget cuts for 2021

Capital money will be used for Jessica's new computer (approx. cost - \$700.00)

8. New business

a. Friends lawn Sale - October 2020

The Friends met last Tuesday over Zoom. The plan has been approved and will take place on Monday Oct. 5th 2020 9am - 12 noon. Or in case of inclement weather the sale will be held Oct. 6th same times. The sale will be held on Kanter Street parking lot. Donations will be accepted.

9. adjourn - 10:55 a.m.

Next meeting - Oct 20, 2020

OFFICERS -

President - Al Sundine

V-president - Laura Jandron

Secretary - Jenny JESSEE - BECK

Respectfully Submitted,

Jenny JESSEE - Beck

Jenny Jessee - Beck

Negaunee Public Library

Financial Report

December 15, 2020

All bills were paid through December 1, 2020.

Bills to be paid January 1, 2021:

Baker & Taylor	198.61
	95.13 (mental health books, ordered thanks to a donation from the National Alliance on mental illness)
Charter/Spectrum	48.98 (monthly internet)
MicroMarketing	64.49

Negaunee Public Library Board

December 15, 2020

Librarian's Report


As of this writing, on December 11, library clerk Jacob Stine is quarantined due to exposure to someone who has tested positive and is ill with COVID-19. Luckily, we knew about the possible exposure the day after it happened, and he worked December 2-5 alone. The positive case was confirmed on Monday, December 7, and he has been quarantining at home since then. If all goes well, he will be back to work on Wednesday, December 16. If he or a family member tests positive or exhibits symptoms, the library will close and Shelley and I will quarantine. It's been ten days and he and his family are doing well. We hope that continues.

We are very thoroughly cleaning the library and taking precautions. All city staff entering the building must sign in and check their temperatures (I've been monitoring my own at home since this summer). All incoming and outgoing items are handled with disposable gloves. Also, all incoming items are quarantined in the meeting rooms for 3-5 days, based on research performed by the Reopening Archives, Libraries, and Museums project through the Institute of Museum and Library Services, OCLC, and Batelle.

On Friday, December 5, I started running water to warm up in the back staff room sink. Then the phone rang, the courier came, and I put out books for patrons. When I remembered, maybe 5-10 minutes later, the water had overflowed and flooded the staff room. Very little was lost, and the water that leaked through the floor went directly into a basement drain in the police station's weight room. The janitor used a shop vac on the standing water, then let the heat and fans dry everything over the weekend. Damage is hopefully minimal, though there is a water mark on the carpet at the furthest point the water reached.

The library staff wishes the advisory board a safe and merry Christmas and happy holidays.

Respectfully submitted,


Jessica Holman, director

101 GENERAL FUND

738	Library	2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 BUDGET	06/30/20 ACTUAL	2020 EST TOTAL	2021 DEPT REQUEST	2021 MGR RECOMMENDS	COUNCILL APPROVES
702.000	Personal Services	39,933	40,273	41,047	43,900	21,062	42,200	45,000	45,000	45,000
704.000	Part-Time Salaries	5,313	5,423	7,940	5,500	5,214	5,500	6,000	6,000	6,000
713.000	Soc Sec/Medicare	3,590	3,621	3,850	4,000	2,059	4,000	4,100	4,100	4,100
718.000	Sick Leave	709	720	780	750	251	780	780	750	750
723.000	Personal/Vacation	985	1,075	819	1,250	392	1,250	1,300	1,300	1,300
727.000	Office Supplies	726	655	784	1,000	660	750	1,000	1,000	1,000
850.000	Communications	11,703	12,485	14,666	12,000	6,125	12,000	12,000	12,000	12,000
864.000	Training, Travel	35	40	60	100	0	100	100	100	100
875.001	Retirement 3%	0	0	955	983	471	1,000	1,000	1,000	1,000
920.000	Utilities-Lgts/Wtr/Heat	1,980	1,980	1,980	2,000	825	1,980	1,980	1,980	1,980
955.001	Programs-Special Events	0	0	1,341	2,000	731	731	1,000	1,000	1,000
956.000	Dues/Memb/Subs	1,899	1,647	1,581	1,200	567	1,200	1,200	1,200	1,200
970.000	Capital Outlay	125	597	0	0	0	0	770 *	770	770
978.000	New Books	4,929	5,188	6,194	6,500	3,123	4,000	6,000	6,000	6,000
	TOTAL LIBRARY	71,927	73,704	81,997	81,183	41,480	75,491	82,230	82,200	82,200

*Computer \$650, Security Cameras \$120