

Karl Junginger Memorial Library

Board of Trustees Meeting

January 8, 2019

5:15 pm

Minutes

- I. Call to Order & Introductions
Meeting called to order at 5:20 pm. Present: Art Biermeier, Deb Battenberg, Brian Henning, Lee Fiedorowicz, Ellen Sullivan, Angie Stinnett, Kristen Klein, and Kelli Mountford.
- II. Approval of agenda
Henning moved to approve the agenda. Fiedorowicz seconded. Motion passed unanimously.
- III. Approval of open minutes from December 12, 2018
Battenberg moved to approve the minutes from December 12. Stinnett seconded. Motion passed unanimously.
- IV. Correspondence, Appearance, Public Comments:
 - A. *Mountford shared a card from the Waterloo Transition program.*
 - B. *Mountford also shared a greeting card from SVA Plumb Financial.*
- V. Director's Report
Mountford submitted a written report. In addition, she shared that the legislation to provide important library services and programs (including the grants to states) did pass at the end of December and has been reauthorized. Also, a new IT person, William Pickering, was selected to work for Bridges and will begin work on Monday, January 21.
- VI. Unfinished Business
 - A. Financial monthly report for December 2018 – Action
Battenberg moved to table the financial report. Henning seconded. Motion passed unanimously.
 - B. 2019 Budget- Informational
Mountford reported that our updated budget was approved by the city's Finance Committee and the City Council.
 - C. Cleaning for 2019 - Informational
Mountford reported that various people did inquire about the position, but we received only one application. Jason Mountford will begin working this Sunday, January 13.
- VII. New Business
 - A. Overview of 2018 Statistics - Informational
Mountford will provide more detailed statistics next month. She did share that, while our circulations were down 764, our visits were up by 170.
 - B. Statutes for Funding - Action
Mountford reported her findings about state law which dictates how library funds must be handled. She is working with the city to properly segregate the funds and create separate codes for each fund. No action is needed at this time.

- C. Fund Balance Policy - Action
The board reviewed fund balance policies from area libraries and discussed aspects from those policies to include in a policy for our library. Mountford will prepare a draft for the board to review at the next meeting. No action was taken at this time.
 - D. Library Legislative Day - Action
Mountford reported that Bridges will pay to have two people from the KJML (one board member and one Friend of the KJM Library) attend the Library Legislative Day on February 12, at the Madison Concourse Hotel and the state capitol. Biermeier is planning to attend. No action is needed at this time.
 - E. Policy 800 Revision of Library Policies (Review) - Action
Sullivan moved to accept Policy 800 as it is written. Henning seconded. Motion passed unanimously.
 - F. Policy 401 Selection of Materials (Review) - Action
Fiedorowicz moved to accept Policy 401 as written. Sullivan seconded. Motion passed unanimously.
- VIII. Future agenda items
- A. Financial monthly report for December 2018 – *Action*
 - B. Financial monthly report for January 2019 – *Action*
 - C. Fund Balance Policy – *Action*
 - D. Annual Report – *Action*
- IX. Date, place, and time of next meeting in the library conference room
Tuesday, February 26, at 5:15 in the library conference room
- X. Adjournment
Battenberg moved to adjourn at 5:57 pm. Henning seconded. Motion passed unanimously.

Respectfully Submitted, Kristen Klein, Secretary