

Karl Junginger Memorial Library
Board of Trustees Meeting
May 20, 2019
Minutes

- I. Call to Order & Introductions
Meeting called to order at 5:17. Present: Art Biermeier, Lee Fiedorowicz, Brian Henning, Abby Vosters, Angie Stinnett, Kelli Mountford, Kristen Klein, and Deb Battenberg. Guests: Paula Jacob and Amanda Brueckner.
- II. Approval of agenda
Fiedorowicz moved to approve the agenda. Henning seconded. Motion passed unanimously.
- III. Approval of Open Minutes from April 11, 2019
Henning moved to approve the open minutes from April 11, 2019. Fiedorowicz seconded. Battenberg and Vosters abstained. Motion passed unanimously.
- IV. Correspondence, Appearance, Public Comments
 - A. Amanda Brueckner – Children’s SRP Update – Amanda presented information and answered questions about this year’s Summer Reading Program for children. In the coming days, Amanda will be presenting the information to children at the schools.
 - B. Paula Jacob – Adults’ SRP Update – Paula presented information and answered questions about this year’s Summer Reading Program for adults.
 - C. Mountford shared a thank you note from Lynnette Diericks of the public school for presenting information at the school’s Multicultural Night.
 - D. Mountford also shared an invitation from Thompson Investment Management, Inc. inviting Board members to a social gathering at Yahara Bay Distillers on June 19, 2019 (4:00 – 7:00 pm).
 - E. Mountford shared a program for the Memorial Day event on May 27 at 11:00 am.
- V. Director’s Report
Mountford submitted her report in writing.
- VI. Unfinished Business
 - A. Financial monthly report for April 2019 – *Action*
Battenberg moved to approve the financial monthly report for April 2019. Biermeier seconded. Motion passed unanimously.
 - B. Financial monthly statement to city - *Action*
Fiedoriwicz moved to approve the use of the monthly bill authorization form. Henning seconded. Motion passed unanimously.
 - C. Clark Trust – *Informational*
The Board discussed the Clark Trust.

VII. New Business

- A. Board Member Open Seat – *Informational*
Abby Vosters' candidacy to the Board was approved by the city.
- B. Election of Board Officers (2 yr. terms; President, VP, Secretary, Finance) – *Action*
- *Klein moved to elect Biermeier as Library Board President. Fiedorowicz seconded. Biermeier abstained. Motion passed unopposed.*
 - *Henning moved to elect Fiedorowicz for Vice President. Battenberg seconded. Fiedorowicz abstained. Motion passed unopposed.*
 - *Battenberg moved to elect Klein as secretary. Henning seconded. Klein abstained. Motion passed unopposed.*
 - *Fiedorowicz moved to elect Battenberg as Financial Officer. Stinnett seconded. Motion passed unopposed.*
- C. Policy 300 Board By-Laws Review – *Action*
The Board agreed on the following changes:
- *Article IV, Section 3 will be worded: "Public notice of each regular meeting with agenda, date, place and time shall be posted at Waterloo City Hall and the Library. (The phrase "and included in local media news releases" will be removed.)*
 - *Article IV, Section 4 will be amended to read: "members at least 4 days prior to meeting date"*
 - *Article VII, Section 1: The words "or Library Director" will be added after the word "Trustee".*
- D. Policy 301 Library Board Policy Review – *Action*
The Board agreed on the following changes:
- *Item 3a will be worded: "... provide that 4 or more members..." (instead of 3).*
- E. Policy 415 Interlibrary Loan Materials (WISCAT) – *Informational*
The sentence "If an ILL item becomes missing or lost, the patron may be charged a fee by the lending library. The patron is liable for all such fines." will be added to the policy.
- F. Using Emergency funds to make water cooler ADA compliant – *Action*
Fiedorowicz moved to approve the use monies from the emergency fund to make the water cooler ADA compliant. Battenberg seconded. Motion passed unopposed.
- G. Set Library Board Meeting Day of the Month and Time – *Action*
Battenberg moved to set our monthly meeting time to the second Tuesday of every month at 5:15 pm. Biermeier seconded. Motion passed unopposed.

VIII. Future agenda items

- A. *Policy 300 – Second Reading*
- B. *Policy 301 – Second Reading*
- C. *Policy 415 – Second Reading*
- D. *Strategic Plan*

E. ADA Compliance

- IX. Date, place, and time of next meeting in the library conference room
Monday, July 9 at 5:15 pm.

- X. Adjournment
Fiedorowicz moved to adjourn the meeting at 6:25. Stinnett seconded. Motion passed unanimously.

Respectfully Submitted, Kristen Klein, Secretary