

Karl Junginger Memorial Library
Board of Trustees Meeting
July 9, 2019
Minutes

- I. Call to Order
Meeting called to order at 5:15. Present: Art Biermeier, Abby Vosters, Angie Stinnett, Brian Henning, Kelli Mountford, Kristen Klein, and Deb Battenberg.
- II. Approval of agenda
Henning moved to approve the agenda. Battenberg seconded. Motion passed unanimously.
- III. Approval of Open Minutes from May 20, 2019 and June 5, 2019
Biermeier moved to approve the open minutes from May 20, 2019 and June 5, 2019. Battenberg seconded. Motion passed unanimously.
- IV. Correspondence, Appearance, Public Comments
 - A. Mountford shared a card that we received from the senior exercise group. They donated \$200 to the summer reading program.
- V. Director's Report:
 - A. Mountford submitted a written report.
 - B. In addition, she reported that Alyssa Spies will be leaving us in August. Mountford is working on hiring Alyssa's replacement.
- VI. Unfinished Business:
 - A. 2020 Budget Update – *Informational*
Mountford reported that she met with other department heads and the mayor. The mayor would like a 5-year plan from all departments including the library.
 - B. Financial monthly reports for May and June – *Action*
Battenberg moved to approve the financial monthly reports for May and June. Henning seconded. Motion passed unanimously.
 - C. 2018 Annual Report Update – *Informational*
Connie Meyers and DPI noticed an error on the 2018 Annual Report. DPI opened the form online for Mountford who made the needed correction.
 - D. Review of 6-month statistics January to June 2019 – *Informational*
The board discussed circulation statistics for the last six months. Members noticed a correlation between the decrease in circulation and the percentage of hours reduced due to budget constraints.
 - E. Change of brand of air conditioner units purchased due to demand (Bryant to Carrier) – *Action*
Mountford reported that the air conditioner provider requested to substitute Carrier units for the Bryant units requested. Biermeier moved to approve the substitution of Carrier units for the Bryant units. Second by Battenberg. Motion passed unanimously.
 - F. Policy 300 and 301 Combined (second reading) – *Action*
Battenberg moved to approve the updated and combined policy with the following corrections: addition of the word "a" before "representative of Waterloo School District"

in Article II Section 1 and “form” to “from” in Article VIII Section 2. Vosters seconded. Motion passed unanimously.

- G. Policy 415 (second reading) – *Action*
Battenberg moved to approve the changes to Policy 415. Second by Biermeier. Motion passed unanimously.
- H. Board Membership to WLA – *Informational*
Vosters agreed to join the WLA using funding from Bridges.
- I. Clark Trust - *Informational*
Tammy Parks from SVA spoke with Mountford. Mountford suggested that Parks attend a board meeting to discuss the trust.

VII. New Business:

- A. Marshall Closed Border – *Informational*
Mountford reported that she met with Marshall and Connie from Bridges. At this time, City of Waterloo residents will still need to pay a \$50 annual fee to use the Marshall library.
- B. Painting of the Community Room – *Action*
Battenberg moved to approve having Jason Mountford paint the community room using hours allocated for this services. Second by Henning. Motion passed unanimously.
- C. WLA Conference – *Action*
Battenberg moved to approve the use of the Bridges’ grant money to allow Mountford to attend the WLA conference in October. Second by Henning. Motion passed unanimously.
- D. Strategic Plan – *Informational*
Our strategic plan for 2017 – 2020 is coming to an end. We will need to begin working to make an updated plan. Mountford suggested forming a committee to work on this project. Biermeier, Stinnett, and Vosters offered to serve on the committee.
- E. ADA Compliance - *Informational*
Mountford reported that we are making progress in becoming compliant with the ADA requirements. The largest task that remains is the parking lot.
- F. Policy 418 WiFi Hotspot –*Informational*
The board reviewed the proposed changes. A second reading of the policy will be held at the next board meeting.
- G. Trustee Training Week (August 12 – 16) – *Informational*
Mountford encouraged board members to participate in the Trustee Training Week.
- H. Fine Free on Children’s Materials - *Informational*
Mountford shared an infographic to illustrate her argument that we should not fine children and young adults for returning items late.

VIII. Future agenda Items

- A. Policy 418 WiFi Hotspot
- B. Fine Free on Children’s Materials
- C. Annual Review of the Director
- D. Clark Trust

- IX. Date, place, and time of next meeting in the library conference room
Tuesday, August 13 at 5:15 pm.

X. Adjournment

Battenberg moved to adjourn the meeting at 7:09. Henning seconded. Motion passed unanimously.

Respectfully Submitted, Kristen Klein, Secretary