

**Karl Junginger Memorial Library
Board of Trustees Meeting
October 8, 2019**

- I. Call to Order & Introductions
Meeting called to order at 5:16PM. Present: Lee Fiedorowicz, Art Biermeier, Brian Henning, Abby Vosters, Deb Battenberg, Kristen Klein, and Kelli Mountford
- II. Approval of agenda
Battenberg moved to approve the agenda, Biermeier seconded. Motion passed unanimously.
- III. Approval of open minutes from September 10, 2019
Fiedorowicz moved to approve the open minutes from August 13, Biermeier seconded. Motion passed unanimously.
- IV. Correspondence, Appearance, Public Comments
 - A. *Received invitation to the Thompson Investment Management Inc. 2019 Symposium which will take place on Wednesday, October 30, 2019 at the Monona Terrace Convention Center.*
 - B. *Mountford presented the City of Waterloo Proclamation which was read by the mayor during the library's 25th Anniversary celebration.*
 - C. *Mountford shared the October 2019 KJML Newsletter.*
- V. Director's Report – In addition to her written director's report, Mountford reported that:
 - A. *The Café system will be down for a period of time on November 5.*
 - B. *The last of the LED Lights were installed today.*
 - C. *Connie Meyer, Bridges' director, has announced her retirement.*
- VI. Unfinished Business
 - A. Financial monthly report for September – Action
Battenberg moved to approve the financial reports from September, Henning seconded. Motion passed unanimously.
 - B. Director Evaluation Form - Informational
The board discussed different options for the library director's annual evaluation.
 - C. Policy 506 Equipment Use – Action
Battenberg moved to accept the policy as changed. Vosters seconded. Motion carried unanimously.
 - D. 2020 Budget – Informational
Mountford reported that she is hopeful that we will receive the \$4,000 that we will need to add hours on Wednesdays and Saturdays.
 - E. Clark Trust Discussion - Informational
Mountford will be reaching out to lawyers to help us better understand our rights regarding choosing companies to manage our investments.
- VII. New Business
 - A. Jefferson County Library Exemption of Taxes for Waterloo - Action
The board discussed the Jefferson County Library Exemption of Taxes for Waterloo. No action needed.
 - B. Black Friday Deals @ Your Library - Action
Henning moved to approve the Black Friday deals for the day after Thanksgiving as explained by Mountford. Battenberg seconded. Motion passed unanimously.
 - C. Staff/Board/Friends Holiday Get Together and Celebration of Bev's Retirement on Friday December 6 at 5:30 pm - Action
Biermeier moved to have the celebration take place on Friday, December 6. Board members, staff, and the Friends of the Library will be invited. Battenberg seconded. Motion passed unanimously.

- D. End of Year Staff Gifts/Bonus – *Action*
Fiedorowicz moved to approve the purchase of gift cards for staff appreciation equal to the amounts of last year. Vosters seconded. Motion passed unanimously.
- E. Policy 503 Code of Conduct – *Informational*
Mountford informed the board that she would like to make some changes to this policy. She will propose these changes at the next meeting.

VIII. Future agenda items

- A. Director Evaluation Form - *Informational*
- B. Policy 503 Code of Conduct – *Action*

IX. Date, place, and time of next meeting in the library conference room

November 12, 5:15 pm

X. Adjournment

Henning moved to adjourn at 6:15PM. Battenberg seconded; motion passed unanimously.

Respectfully Submitted

Kristen Klein