

**Karl Junginger Memorial Library
Board of Trustees Meeting
November 12, 2019**

- I. Call to Order & Introductions
Meeting called to order at 5:16 pm. Present: Art Biermeier, Brian Henning, Abby Vosters, Deb Battenberg, Kristen Klein, Angie Stinnett, and Kelli Mountford
- II. Approval of agenda
Battenberg moved to approve the agenda, Vosters seconded. Motion passed unanimously.
- III. Approval of open minutes from October 8, 2019
Henning moved to approve the minutes from October 8, Battenberg seconded. Stinnett abstained. Motion passed unanimously.
- IV. Correspondence, Appearance, Public Comments
 - *Thank you card from Groceries for Growth program for including them in our fine forgiveness program.*
- V. Director's Report – In addition to her written director's report, Mountford reported that:
 - *Cardinal Heating came in today to do maintenance. They reported that we need to replace 7 run capacitors and 2 single speed inducer motor assemblies at a total cost of \$2,106. Mountford will call Cardinal Heating to get an estimate as to the lifespan of our heating system.*
- VI. Unfinished Business
 - A. Financial monthly report for October 2019 – Action
Battenberg moved to approve the financial reports from September, Vosters seconded. Motion passed unanimously.
 - B. 2020 Budget – Action
Vosters moved to approve the 2020 Budget, Battenberg seconded. Motion passed unanimously.
 - C. Policy 503 Code of Conduct – Action
Henning moved to accept the policy as presented. Stinnett seconded. Motion passed unanimously.
 - D. Policy 410 Circulation (Fine Free for Children's Materials) - Action
Vosters moved to accept the policy as presented with one spelling correction. Battenberg seconded. The motion passed with 5 votes in favor and 1 against.
 - E. Director Evaluation Form - Action
Battenberg will use samples of evaluations from other libraries to compile a draft of a new evaluation. Biermeier moved to table the item until the draft of the new evaluation is available for review. Second by Stinnett. Motion passed unanimously.
- VII. New Business
 - A. New Hours for 2020 - Action
Mountford proposed the following library hours for 2020:
 - *Mondays through Thursdays from 10:00 am to 7:00 pm*
 - *Fridays from 10:00 am to 5:00 pm*
 - *Saturdays from 10:00 am to 1:00 pm**Vosters moved to approve the proposed hours for 2020. Second by Biermeier. Motion passed unanimously.*
 - B. 2019 Holiday Library Closings –Action
Mountford proposed the following library closures for 2020:
 - *January 1st – New Year's Day*
 - *April 10th – Good Friday*
 - *May 25th – Memorial Day*
 - *July 3rd and 4th - Independence Day*

- September 7th – Labor Day
- November 26th and 27th – Thanksgiving
- December 24th – Christmas Eve
- December 25th – Christmas
- December 26th - Christmas
- December 31st open a half -day

Henning moved to close the library on the dates listed above. Second by Vosters. Motion passed unanimously.

C. 2020 Annual Library Membership and Café Agreement - Action

Biermeier moved to approve the 2020 Annual Library Membership and Café Agreement. Second by Henning. Motion passed unanimously.

D. Water Heater and Softener – Action

Mountford received a quote of \$2,695 to replace the water heater and install a new water softener. She will look into rebates from Focus on Energy and Waterloo Utilities. Vosters moved to approve the new water heater and softener in 2020 from the fund balance. Second by Battenberg. Motion passed unanimously.

E. Knoxbox purchase and use of carryover funds – Action

Mountford informed the board that the library will now be required to install a Knoxbox to facilitate entry by emergency services. Biermeier moved to approve the purchase of the Knoxbox with carryover funds. Second by Vosters. Motion passed unanimously.

F. Policy 425 Outreach update – Informational

The board discussed changes to Policy 425.

VIII. Future agenda items

A. Policy 425

B. Clark Trust

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

January 14, 5:15 pm

X. Adjournment

Battenberg moved to adjourn at 6:12 pm. Second by Henning. Motion passed unanimously.

Respectfully Submitted

Kristen Klein