

Karl Junginger Memorial Library  
Board of Trustees Meeting  
September 14, 2016  
5:15pm  
Conference Room  
Agenda

*Please contact Kelli Mountford at 920-478-3344 if you need accommodations to attend the meeting.*

- I. Call to Order/Roll Call
- II. Approval of agenda
- III. Approval of open minutes from August 17, 2016
- IV. Correspondence, Appearance, Public Comments
- V. Director's Report
- VI. Unfinished Business
  - A. Financial monthly report – *Action*
  - B. Strategic Planning – *Informational*
  - C. Budget 2017 – *Informational*
  - D. Fines & Fees – *Informational*
  - E. KJML Trust (Lee F.) - *Informational*
- VII. New Business
  - A. Policy 201 Freedom to Read – *Review*
  - B. Policy 202 Library Bill of Rights - *Review*
- VIII. Future agenda items
- IX. Date, place, and time of next meeting in the library conference room
- X. Adjournment

Respectfully Submitted, Kelli A. Mountford, Director



Karl Junginger Memorial Library  
Board of Trustees Meeting  
August 17, 2016

- I. Call to Order/Roll Call  
*Meeting called to order at 5:17PM. Present: Deb Battenberg, Art Biermeier, Kelli Mountford, Brian Henning, Jeanette Petts, Kristen Klein, Ellen Sullivan  
Absent: Lee Fiedorowicz*
  - II. Approval of agenda  
*Henning made a motion to approve the agenda. Sullivan seconded. Motion passed unanimously.*
  - III. Approval of open minutes from July 12, 2016  
*Henning made a motion to approve the minutes. Petts seconded. Motion passed unanimously; Sullivan abstained.*
  - IV. Correspondence, Appearance, Public Comments  
*none*
  - V. Director's Report  
*Mountford reported on:*
    - A new Browsing/Lucky Day collection – Some books will stay in our library only; designed for popular and new books so that our patrons have a chance to read them without being loaned out to patrons from other libraries. Mountford is hoping this will increase our circulation. Mountford also stated that a goal for 2017 is to increase the number of community members putting holds on books (instead of just browsing)*
    - Building- gutters are being done Watertown Siding for \$500.*
    - The old projector has died; while this has been replaced, Mountford is looking into a better system for 2017.*
    - There is a new full time student worker*
    - The summer reading program was a great success*
- Unfinished Business
- A. Financial report – Action  
*Battenberg made a motion to approve the agenda. Henning seconded. Motion passed unanimously.*
  - B. Strategic Planning – Informational  
*Mountford had the meeting focusing on the Hispanic/ESL population with WILS. Next meetings focus on the business and community.*
  - C. Salary Review– Action  
*Mountford presented a compilation of salaries for Directors, Youth Service/Assistant Librarians, and Adult Service Librarians from communities with similar populations. KJM tends to be on the lower side in all these categories. Battenberg made a motion to approve the review of; Klein seconded. Motion passed unanimously.*

D. Policy 506 Equipment – *Action*  
*Battenberg made a motion to approve the updated policy 506 with a typo fix. Henning seconded. Motion passed unanimously.*

E. Outdoor Sign – *Action*  
*Sullivan moved not to move forward with changes to the library sign. Petts seconded. Motion passed unopposed.*

F. Budget 2017 – *Informational*  
*Mountford has completed her budget; will be attending City Council Budget meeting; will have the budget next month to approve.*

VI. New Business

The Library Board will convene to Closed Session on the matter per State Statute 19.85(1)(c) “considering employment, promotion, compensation or performance evaluation data of any public employee over which the body has jurisdiction or exercises responsibility.” The committee will reconvene in open session upon conclusion of the closed session.

*Battenberg moved to convene in Closed Session. Sullivan seconded. Motion passed unanimously.*

A. Library Director Job evaluation – *Action*  
*Sullivan moved to reconvene in open session. Henning seconded. Motion passed unanimously.*

B. Employee’s evaluations and raises - *Informational*  
*Mountford reported that all employees not under probation will receive a raise of some sort.*

VII. Future agenda items  
*Budget, Strategic planning, Karl Junginger Trust plans for the future*

VIII. Date, place, and time of next meeting in the library conference room  
*Wednesday, September 14, 2016 at 5:15 PM.*

IX. Adjournment  
*Henning moved to adjourn the meeting at 6:32PM. Klein seconded. Motion passed unanimously.*

Respectfully Submitted, Deb Battenberg, Secretary