

Karl Junginger Memorial Library
Board of Trustees Meeting
July 11, 2017
5:15pm
Minutes

I. Call to Order/Roll Call

Meeting called to order at 5:17 PM. Present: Deb Battenberg, Art Biermeier, Lee Fiedorowicz (5:19), Brian Henning, Kristen Klein, Kelli Mountford, Jeanette Petts, Ellen Sullivan, John Thompson (Thompson Investment Management, Inc.), and Tammy Parks (SVA Plumb Trust Company)

II. Approval of agenda

Henning moved to approve the agenda. Sullivan seconded. Motion passed unanimously.

III. Approval of amended minutes from May 9, 2017.

Fiedorowicz moved to approve the minutes. Henning seconded. Battenberg and Sullivan abstained. Motion passed unanimously.

IV. Correspondence, Appearance, Public Comments –

John Thompson – Thompson Investment Management, Inc.: Thompson reported that, given the constraints imposed by the Clark will, Thompson Investment's goal is to maximize gains for the library. Thompson shared the Investment Policy Statement (dated September 2014). He also reviewed the Performance Summary (February 17, 2004 – July 10, 2017) and explained how the trust has grown from \$1,027,005 to \$1,151,587. Thompson went on to highlight some of the investments and bonds.

Tammy Parks – SVA Plumb Trust Company: Parks explained that the library has a discounted fee schedule and fees are paid half from principal and half from income. Income is paid quarterly (\$10,000 for each of the first three quarters and the remainder in the fourth quarter at the end of our fiscal year). Parks will review the prudent investor rule and Wisconsin's new trust code to see if any changes can be made to increase income from the trust. After Parks reviews the rule and code, she will contact Thompson and will provide Mountford with a memo explaining what she has found.

Mountford shared that:

- We received a thank you card from the senior exercise group. The group also donated \$100 to the library so that more exercise CDs could be purchased.
- A donation was made in memory of Father Ron Rank in the amount of \$230.
- Mountford printed the brochure for the American Legion/VFW's Memorial Day event. A thank you to the library was written in the brochure.
- We received a thank you note from the Wisconsin Department of Workforce Development for allowing them to hold their presentations in the library on June 21, 2017.
- Friends of the Library have created a new membership form.

- V. Director's Report
 - Mountford presented the director's report.*
- VI. Unfinished Business
 - A. Financial monthly report for May & June– *Action*
Fiedorowicz moved to approve the financial report; Sullivan seconded; motion passed unanimously.
 - B. Herrin Farm Stand – *Action*
No action taken. Herrin will find another location for the stand.
 - C. Library Parking Lot (Kunkel Engineering) – *Informational*
Mountford reported that Kunkel billed the library for consulting about the parking lot (\$190 and \$155).
- VII. New Business
 - A. Parking lot lights and Electrical issues – *Informational*
Mountford will further research this issue.
 - B. 2018 Budget – *Informational*
Mountford reported Connie Meyer (System Director) has begun the budget with draft numbers. Mountford submitted a summary ("2018 Budget Info") to explain what our responsibilities will likely be for the coming year. She will provide more in depth information at next month's meeting.
 - C. Circulation statistics 6 month review – *Informational*
Mountford reported that our circulations have gone up this year, although June's circulations decreased.
 - D. LED Building Lighting – *Informational*
Mountford reported that we have received one of three bids regarding the interior lighting.
 - E. Cleaning Contract and Restrooms – *Informational*
Mountford reported that the current contract with the cleaner states that the bathroom floors will be cleaned "as needed". She has asked that the wording be changed so that the floors are cleaned regularly.
 - F. Sip N' Swipe – *Informational*
Mountford shared information about this new program through Jefferson County. This program provides us with three iPads to use to help senior citizens learn about how to use tablets. If the program is successful, we will be able to keep the iPads.
 - G. DVD shelving units – *Action*
Battenberg moved to table this item; Petts seconded; motion passed unanimously.
 - H. The day Polaris is down in August would like to do a staff training day and be closed – *Action*
Petts moved to close the library on August 17; Battenberg seconded; motion passed unanimously.
 - I. Back to School Items for Fine Forgiveness – *Action*
Henning moved to approve Back to School Items for Fine Forgiveness; Petts seconded; motion passed unanimously.
- VIII. Future agenda items
 - a. Director Evaluation
 - b. LED Building Lighting

- c. Cleaning Days
 - d. DVD shelving units
- IX. Date, place, and time of next meeting in the library conference room
Tuesday, August 8, at 5:15PM in the library conference room.
- X. Adjournment
Sullivan moved to adjourn at 7:08 PM. Battenberg seconded. Motion passed unanimously.

Respectfully Submitted, Kristen Klein, Secretary