

Karl Junginger Memorial Library
Board of Trustees Meeting
August 8, 2017
5:15pm
Minutes

- I. Call to Order/Roll Call & Introductions
Meeting called to order at 5:19 PM. Present: Deb Battenberg, Art Biermeier, Lee Fiedorowicz, Brian Henning, Kristen Klein, and Kelli Mountford
- II. Approval of agenda
Fiedorowicz moved to approve the agenda. Henning seconded. Motion passed unanimously.
- III. Approval of open minutes from July 11, 2017
Battenberg moved to approve the minutes. Fiedorowicz seconded. Motion passed unanimously.
- IV. Correspondence, Appearance, Public Comments –
 - A. American Legion Auxiliary (ALA Humphrey-Wilsey Unit 233) gave the library a certificate to recognize them for flying the US flag.
 - B. Matt Janzen sent Kelli Mountford and Paula Jacob a thank you note for hosting his author presentation and book signing at the library.
- V. Director's Report
Mountford presented the Director's Report. In addition to the items in the report, Mountford reported the following:
 - A. *Mountford has still not heard from SVA/Thompson.*
 - B. *We still have not received a third bid for the LED lights.*
- VI. Unfinished Business
 - A. Financial monthly report for July 2017 – *Action*
Fiedorowicz moved to approve the financial report; Battenberg seconded; motion passed unanimously.
 - B. August 17th staff training cancelled but the library will still close half a day to get the computers up and running – *Informational*
 - C. Library Parking Lot - *Informational*
Henning will provide Mountford with a list of contractors.
 - D. Parking lot lights and Electrical issues – *Informational*
Mountford reported that we are still awaiting more information (e.g. contractors).
 - E. DVD shelving units – *Informational*
Mountford reported that she will likely postpone this until the next budget cycle.
 - F. Cleaning Contract– *Action*
To change the service dates or the services provided before the end of the current contract (December 31, 2017), we would need to have the city make the change in writing. Fiedorowicz moved to table discussion of the cleaning contract. Henning seconded; motion passed unanimously.
 - G. 2018 Budget – *Informational*
Mountford reported that the city needs to make a number of corrections to our funds before

the end of 2017. She also stated that, if the new Jefferson County formula goes through, it will generate more money for the library. In addition, Mountford is letting one Café license lapse, as it was on a computer that is rarely used; this will result in a savings next year.

VII. 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. Fiedorowicz seconded. Motion passed unanimously.

- A. Library Director Job evaluation – Action
Henning moved to reconvene in open session. Battenberg seconded. Motion passed unanimously.
- B. Junginger Trust – Informational
Fiedorowicz reported that he will discuss the trust with Tim Jonas and will report back to Mountford.
- C. Policy 402 Programs, Displays, & Brochures – Action
- D. Policy 403 Donations of Books and Media - Action
- E. Policy 404 Monetary Donations, Memorials and Bequests - Action
Fiedorowicz made a motion to approve the review of policies 402, 403, and 404 as worded. Battenberg seconded. Motion passed unanimously

VIII. Future agenda items

- A. Employee’s evaluations and raises
- B. Budget
- C. Cleaning contract update

IX. Date, place, and time of next meeting in the library conference room
Tuesday, September 12, at 5:15 PM in the library conference room.

X. Adjournment

Battenberg moved to adjourn at 6:35 PM. Henning seconded. Motion passed unanimously.

Respectfully Submitted, Kristen Klein, Secretary