

# Karl Junginger Memorial Library

Board of Trustees Meeting

October 23, 2018

5:15 pm

Minutes

- I. Call to Order & Introductions  
*Meeting called to order at 5:19 pm. Present: Art Biermeier, Deb Battenberg, Ellen Sullivan, Angie Stinnett, Kristen Klein, and Kelli Mountford*
- II. Approval of agenda  
*Stinnett moved to approve the agenda. Sullivan seconded. Motion passed unanimously.*
- III. Approval of open minutes from September 11, 2018  
*Sullivan moved to approve the minutes from September 11. Battenberg seconded. Stinnett abstained. Motion passed unanimously.*
- IV. Correspondence, Appearance, Public Comments:  
*Mountford was approached by Jim Larrabee (a member of the American Legion). He asked if we would be interested in displaying the Harvey E. Meitner plaque. Mountford will contact the Historical Society for permanent display.*
- V. Director's Report  
*Mountford and board members discussed various items on Mountford's written report.*
- VI. Unfinished Business
  - A. Financial monthly report for September 2018 – Action  
*Battenberg moved to approve the financial report. Stinnett seconded. Motion passed unanimously.*
  - B. 2019 Budget / Capital Budget (parking lot) – Action  
*Battenberg moved to table the 2019 Budget / Capital Budget. Stinnett seconded. Motion passed unanimously.*
  - C. Accessibility Building Scan (ADA) – Informational  
*Mountford stated that we are still waiting to receive all portions of the Accessibility Building Scan. We do have the portion of the scan which illustrates the problems with accessibility in the parking lot.*
  - D. Lighting Grant - Informational  
*Mountford reported that the lighting grant is going through.*
- VII. New Business
  - A. Policy 515 Facility Use (Increase MR Rental) - Action  
*Klein moved to approve the policy as presented with \$10 increase for room rental. Battenberg seconded. Motion passed unanimously.*

- B. 2019 Library Membership/Café Agreement - *Action*  
*Stinnett moved to approve the agreement as presented. Sullivan seconded. Motion passed unanimously.*
- C. Black Friday Deals @ your library – *Action*  
*Battenberg moved to approve the Black Friday deals for the day after Thanksgiving as explained by Mountford. Stinnett seconded. Motion passed unanimously.*
- D. Library/Board Holiday Celebration, Friday, December 7, at 5:30 PM - *Action*  
*Battenberg moved to have the potluck celebration (supplemented by items purchased from the Piggly Wiggly) take place on Friday, December 7. Board members of the Friends of the Library will be invited. Sullivan seconded. Motion passed unanimously.*
- E. Staff Holiday Gift Cards – *Action*  
*Stinnett moved to approve the purchase of gift cards for staff equal to the amounts of last year. Biermeier seconded. Motion passed unanimously.*
- F. 2019 Holiday Library Closings -*Action*
- January 1<sup>st</sup> – New Year’s Day
  - April 19<sup>th</sup> – Good Friday
  - May 27<sup>th</sup> – Memorial Day
  - July 4<sup>th</sup> - Independence Day
  - September 2<sup>nd</sup> – Labor Day
  - November 28<sup>th</sup> – Thanksgiving
  - December 24<sup>th</sup> – Christmas Eve
  - December 25<sup>th</sup> – Christmas
  - December 31<sup>st</sup> open half a day
- Sullivan moved to close the library on the dates listed above. Battenberg seconded. Motion passed unanimously.*

VIII. Future agenda items

- A. 2019 Budget / Capital Budget
- B. Accessibility Building Scan (ADA)
- C. Rural Outreach

IX. Date, place, and time of next meeting in the library conference room  
Tuesday, November 27, at 5:15 in the library conference room

X. Adjournment  
Sullivan moved to adjourn at 6:32 pm. Stinnett seconded. Motion passed unanimously.

Respectfully Submitted, Kristen Klein, Secretary