

Karl Junginger Memorial Library
Board of Trustees Meeting
February 22, 2011
Minutes

I. Call to order – 5:24 Meeting called to order by Jenny Hayes

Roll: Cecilia Wiltzius, Mike Strasser, Connie Schiestl, Art Biermeier.

Absent: Ellen Sullivan, Erin Severt, Keith von Huben

II. Approval of agenda – Moved and second – Art and Connie - approved

III. Reading of Minutes – Moved and second – Art and Connie - approved

IV. Correspondence, Appearance, Public Comment - none

V. Director's Report – Moved and Second - Connie and Mike - approved

VI. Unfinished Business

A. Employee Personnel Handbook: Work Rules: Recordkeeping of Hours, Attendance, Leave of Absence, Mileage Reimbursement, Standards of Conduct, Disciplinary Measures *Action*

Recordkeeping of Hours – Moved and Second with changes – Connie and Art - approved

Attendance - Moved and Second with changes – Art and Jenny - approved

Leave of Absences - Moved and Second with changes – Connie and Art - approved

Mileage Reimbursement – Moved and Second without changes – Art and Connie - approved

Standards of Conduct - Moved and Second with changes – Connie and Art - approved

Disciplinary Measures – No action was taken

B. Security cameras *Informational* –

Board decided to not move forward with security cameras at this time. Will review again in July, 2011.

VII. New Business

A. Pre-overdue notices *Action*

It is possible to send pre-overdue notices for patrons nearing due date via email. Discussed pros and cons...determined that more information needs to be obtained before proposing action. Cece will investigate further, including contacting other libraries that have this in place already. Will discuss at next library board meeting.

B. Text messaging pre-overdue notices and/or hold pick-up notices *Action*

It is possible to send pre-overdue notices for patrons nearing due date via text message. Discussed pros and cons...determined that more information needs to be obtained before proposing action. Cece will investigate further, including contacting other libraries that have this in place already. Will discuss at next library board meeting.

VIII. Date, place, and time of next meeting – March 22, 5:15 PM

IX. Adjournment – Motioned and second – Connie and Art 6:11 PM - approved

Mike Strasser, Vice President