

**Karl Junginger Memorial Library
Board of Trustees Meeting Minutes
September 25, 2012**

Present: Art Biermeier, Deb Battenberg, Cece Wiltzius, Connie Schiestl, Mike Strasser, Ellen Sullivan, Lee Fiedorowicz, Lindsay Reynolds(5:28PM)

- I. Call to order
5:16 PM

- II. Approval of agenda
Schiestl/Biermeier; motion passed

- III. Reading of Minutes
Biermeier suggested adding to the August minutes the motion and second to go from closed session into open session (Biermeier/Schiestl)

Motion to approve the August 28, 2012 minutes with the change noted above:
Biermeier/Fiedorowicz. Motion passed.

- IV. Correspondence, Appearance, Public Comments
Wiltzius reported that Ronda Cole and Mary Parsons both sent thank you notes for being awarded the Beatrice Owens Scholarship.

- V. Director's Report
Wiltzius reported on the ongoing changes at MWFLS. Interviews are being held for the Director. Another employee has since left MWFLS.

New hardware was purchased for the doors to the library with grant money from Jefferson County, and a few new furniture items were purchased to "freshen up" the atmosphere in the library.

Meals on Wheels is experiencing some efficiency issues with the new food vendor.

Joel is planning on a series of lectures in 2013 about Jefferson County anthropology and archaeology.

Motion to accept the Directors report: Battenberg. Second: Biermeier. Motion passed.

- VI. Unfinished Business
 - A. Library finances
 1. 2013 Library Budget *Informational*
Wiltzius reported that there are no current updates to the budget process. The Parks department did vote to post a Youth Director position. It is assumed that this person would be holding youth events at the library.

 - B. Implementation of Library Director 2012 Increase in Salary *Action*
Motion to increase the salary of the Library Director by 2.5% beginning September 2, 2012. The breakdown is as follows:
 $\$51,008.07 \times 2.5\% = \$52,283.28$
 $\$52,283.28 \div 26 \text{ pay period} = \$2,010.90 \text{ per pay period}$
 $\$1,961.85 - \$2010.90 = \$49.05 \text{ increase per pay period}$
 $\$49.05 \times 8 \text{ pay periods starting } 9/2/12, \text{ pay period Week 19-Week26} = \392.40

100-55-5511-110 Salary Lib	=	\$392.40	
100-55-5511-151 Soc Sec	=	\$30.02	7.65%
100-55-5511-152 Retirement	=	<u>\$23.16</u>	5.9 % City Share
		\$445.58 Total	

Revenue increase: 100-55-5511-899 County Aid Carryover: \$445.58.

Motion: Battenberg/Sullivan. Motion Passed.

VII. New Business

A. Library Policy Update Schedule *Informational*

Wiltzius suggested updating the Facilities Use and Circulation Policy to current needs and conditions. The Board will evaluate the Facility Use Policy at the October meeting, and the Circulation Policy at the November meeting.

VIII. Date, place, and time of next meeting
October 23, 2012 5:15 in the Conference Room

IX. Adjournment 5:53PM