

Karl Junginger Memorial Library  
Board of Trustees Meeting Minutes  
January 28, 2014  
5:15pm  
Conference Room

- I. Call to Order:  
Meeting called to order at 5:16. Roll Call: Art Biermeier, Lindsay Reynolds, Kelli Mountford, Ellen Sullivan, Lee Fiedorowicz, Deb Battenberg
- II. Approval of agenda
- III. Reading and Approval of open minutes from November 12, 2013  
Sullivan motioned to approve. Fiedorowicz seconded. Minutes approved unanimously.
- IV. Correspondence, Appearance, Public Comments  
Mountford presented a card from CeceWiltzius, and thank you notes from Jeff Tarnowski and Vaneesa Cook.
- V. Director's Report  
Mountford presented the Director's Report. Highlights include: MWFLS has voted not to merge with Lakeshore Libraries. MWFLS has hired another IT worker. MWFLS is paying for all libraries Wiscat licenses renewals for 2014. Zinio subscriptions have been paid for by West Bend. Mountford has purchased a single OPAC station and new computer for the online calendar. Mountford will attend a Public Library Association conference in March.
- VI. Unfinished Business
  - A. Copier – Gordon Flesch – *Informational*  
*Mountford signed a five year lease for \$336 a month with Gordon Flesch.*
  - B. Complaint Form – *Informational*  
*Mountford presented a new complaint form to be used for complaints at the library.*
  - C. Final Budget – *Informational*  
*The city council passed the budget. The only change in the library budget was the deleting of money for a new carpet in the meeting room.*
  - D. Landing Page – *Informational*  
*No action has been taken on a landing page at this time. It will be decided at a later date.*
  - E. Library Raises for 2014–*Informational*  
*Mountford informed the board that the city hall wage schedule did not have a raise scheduled for part-time library employees. The board investigates past minutes to confirm that September 24 the board voted to give a raise of 1% to all full and part time employees. This was confirmed in the November 12 meeting.*
- VII. New Business

- A. Library Certification –*Informational*  
*Mountford reported that she has obtained the Library Director Certification, and presented her certificate.*
- B. Kuerig machine – *Informational*  
*Mountford mentioned that a Kuerig machine could be placed in the library, and patrons could purchase coffee drinks. This item was tabled so that board members could give it further thought and discussion.*
- C. Food and Drink Policy – *Action*  
*If a Kuerig machine is to be installed, the Board would need to change this policy. This was also tabled.*
- D. Beatrice Owens Scholarship –*Informational*  
*Mountford reported that the scholarship has a \$5,900 balance.*
- E. Committee Appointments- *Informational*  
*The Board re-examined its bylaws to determine whether committees needed to be formed before an issue arises. According to Article V, committees only need to be formed as needed.*
- F. Computer Furniture – *Action*  
*Mountford presented pictures of 8 diagonal computer workstations to replace the old wooden tables. Battenberg moved to approved spending \$7,590 on the workstations to be purchased from Gaylord. Sullivan seconded. Motion passed unanimously.*
- G. Contract for County library services – *Action*  
*Sullivan moved to the contract for \$32,655 for Country Library Services from Jefferson County. Reynolds seconded. Motion passed unanimously.*
- H. Library Meeting Room reservation form – *Action*  
*Mountford made some changes to the meeting room reservation form to encourage the people renting the rooms to pick up their key during library hours, and not to contact library staff at home if they forget to get the key. Renters will forfeit their \$50 deposit if they forget to pick up the key. Mountford will give the police her phone number, so that people needing to get into the room can contact the police first.  
Battenberg moved to approve the changes to the form. Fiedorowicz seconded. Motion passed unanimously.*
- I. Unattended Children Policy – *Action*  
*Mountford presented the board with an expanded unattended library policy. After suggesting a few wording changes, Fiedorowicz moved to approved the form, and Sullivan seconded. Motion passed unanimously.*
- J. Bilingual Contract- *Action*  
*Discussion on contracting out the translation of some forms, posters, and possibly at library programs. The board decided to table this.*
- K. Junginger Foundation, Landscape and sign – *Informational*  
*Fiedorowicz reported that the Junginger fund has a surplus next year because the library has paid off its mortgage. The money could now be used for other things. Possible ideas include a new sign, and edible garden, and a landscape plan for the library grounds.*

VIII. Date, place, and time of next meeting  
February 18, 2014 at 5:15 in the KJM Conference Room.

Adjournment: Reynolds moved to adjourn at 7:15PM. Sullivan seconded. Motion passed unanimously.