

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

- I. Call to Order/Roll Call 5:17
Kelli Mountford, Mike Strasser, Art Biermeier, Deb Battenberg, Ellen Sullivan
Absent: Lindsay Reynolds, Lee Fiedorowicz, Connie Schiestl
- II. Correspondence, Appearance, Public Comments
Dorothy Jensen (former KJML Board Member) has passed away, and KJML was named as one of the places to donate in memory of Dorothy.
A Thank you was received from Waterloo Fire/EMS for donation to pancake breakfast
An invitation was received to Thompson Investment celebration on August 26 at Olbrich Gardens
Mountford presented information on webinars for Library Board members
- III. Approval of agenda
Sullivan moved to approve the agenda. Strasser seconded. Motion passed unanimously.
- IV. Reading and Approval of open minutes from May 20, 2014
Strasser moved to approve the meetings as presented. Sullivan seconded. Motion passed unanimously.
- V. Director's Report
Mountford provided updates on library circulation, as well as meetings and workshops attended by library personnel.

TRIO update – July 21 and 22 our patrons will no longer be able to see Lakeshores systems to place holds on. The go live date for Trio is November 20th. During the time from November 7 to 20th, KJML will still be able to check out but NO Check in or HOLDS will be available.

Mountford reported on the new shelving and computer stations, and TV and Blu-ray player in the YA section. The air conditioning has been checked. The parking lot still has drainage issues which we should look into solving.

Mounford is considering a plaque commemorating Dorothy Jensen and the other board members who served during the planning for the KJML. Mountford also updated the board on Technology updates and the summer program.

In addition, a person was discovered in the library after hours on a Saturday. The person left immediately; the police were contacted later. Mountford has talked to the staff about checking the bathrooms before closing, as well as with the cleaning crew to make sure that the police would be called immediately.

- VI. Financial Report
(see below- new business)
- VII. Unfinished Business

Mountford is still waiting for several roofers to contact her.

- VIII. New Business
 - A. Review of Library policy 430. Computer Use Policy – Action
*Policy 430 (C.2) currently states patrons need to present card to library staff, but this will not be the case with the new Cybrarian software.
Battenberg moved to change wording in Policy 430 (C.2) to say “patrons need a library card or current photo ID to sign into the computer. “Strasser seconded; motion passed unanimously.*
 - B. Review of Library policy 450. WIFI – Action
Nothing needed to be changed at this time. Tabled till next meeting.
 - C. Review of 503 Code of Conduct A. 3. Pets/Animals –Action
*The policy currently does not state that guide dogs must be registered.
Strasser motioned to add “...or they are trained and registered under the Wisconsin State Statute 174.056 as a service animal.” Battenberg seconded. Motion passed unanimously.*
 - D. Financial Reporting to the Board – Informational
(WI DPI Statute 43.58) The Board discussed how the financial reports are approved. The financial officer does the approving and signs the appropriate documents.
 - E. Status on Scholarship – Informational
\$5,900 is left on scholarship. Heather Kent has applied; needs one more letter of reference.
 - F. 2015 Budget – Informational
This Thursday Mountford will be attending the financial meeting. Next month, we will review a budget draft. Strasser requested that Mountford send us last year’s budget and this year’s first draft together in the same email.
- IX. Date, place, and time of next meeting
Tuesday August 19 5:30PM

Adjournment : Strasser moved to adjourn 6:25PM. Sullivan seconded; motion passed unanimously.