

Karl Junginger Memorial Library  
Board of Trustees Meeting  
August 19, 2014  
5:15pm  
Conference Room

Please contact Kelli Mountford at 920-478-3344 if you need accommodations to attend the meeting.

- I. Call to Order/Roll Call
- II. Correspondence, Appearance, Public Comments
- III. Approval of agenda
- IV. Reading and Approval of open minutes from July 15, 2014
- V. Director's Report
- VI. Unfinished Business

A. Library Finances

1. 2015 Budget *Informational*

B. Roofing Bids *Action*

C. Scholarship application *Informational*

D. Dorothy Jenson Memorial *Informational*

E. Parking lot grates *Informational*

VII. New Business

The Library Board will convene to Closed Session on the matter per State Statute 19.85(1)(c) "considering employment, promotion, compensation or performance evaluation data of any public employee over which the body has jurisdiction or exercises responsibility." The committee will reconvene in open session upon conclusion of the closed session.

A. Library Director job evaluation *Action*

B. Employee's evaluations and raises *Action*

VIII. Date, place, and time of next meeting

Adjournment

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 20<sup>th</sup>. During the time from November 7 to 20<sup>th</sup>, 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.

**Karl Junginger Memorial Library  
Director's Report  
August 19, 2014**

**Meetings and Workshops Attended:**

July 1	Met with Diane Hutter – End of Life program on Sept. 10 & 17
July 3	City Council
July 9	Waterloo Cable and Diane from The Courier came and interviewed me
July 10	Director's Council- Horicon
July 14	Summer Book Club
July 21	Jefferson County Library Board Meeting
July 22	Meals on Wheels Mtg. with Sanja
July 31	TRIO Governance meeting in Hustisford

**Mid-Wisconsin Federated Library System /trio**

Trustee Dinner – Thursday, Oct. 16<sup>th</sup> at the Old Hickory Country Club

\$2800 increase to our budget for Van Delivery

Our library and I were chosen for a testing site for the new SIRSI/DYNIX system for trio. Joel and I will be going to an all-day meeting for training on cataloging and circulation with the new system. There will be another all-day meeting where Joel, Amanda, and I will be attending for more instruction/training.

Amanda and I were chosen to become mentors by the system and we will be taking online classes for a year to establish ourselves with the new SIRSI/DYNIX.

**Building**

Young Adult furniture has arrived and is set up.

I am going to start getting bids for the carpeting in the community room (large meeting room) and present at next board meeting. I received a comment about how the carpet was buckling and it is dangerous from a patron who rented the room.

**Education**

Director's boot camp – September 19<sup>th</sup> in Steven's Point – Free and free stay overnight through the LSTA grant.

**Thompson Investment**

Meet with John from Thompson investment in October – October, 14<sup>th</sup>. (second Tuesday of the month)

**Programs**

Update on the summer reading program and Scholastic Book Fair

20<sup>th</sup> Anniversary week is starting to come together and we have begun our prize giveaway.