

Karl Junginger Memorial Library  
Board of Trustees Meeting Minutes  
January 13, 2015

- I. Call to Order/Roll Call  
*Meeting called to order at 5:16. In attendance: Mike Strasser, Art Biermeier, DebBattenberg, Connie Schiestl, Lee Fiedorowicz, Kelli Mountford, Ellen Sullivan, Lindsay Reynolds*
- II. Approval of agenda  
*Connie Schiestl moved to approve the agenda; Sullivan seconded. Motion passed unanimously.*
- III. Reading and Approval of open minutes from Nov. 11th, 2014  
*Sullivan moved to approve the minutes; Strasser seconded. Motion passed unanimously with Fiedorowicz and Reynolds abstaining.*
- IV. Correspondence, Appearance, Public Comments  
*Mountford presented two thank you note from employees for the Holiday incentive. Cece Wiltzius also sent a card saying hello.*
- V. Director's Report-  
*Mountford reported on meetings attended and the progress of Trio as well as the website updates and Chill out and Read program. . The Jefferson County Library board is researching other library consortiums to join. Sanja Geise retired and Mary Parsons is a ILL/Meals on Wheels/Adult Programming librarian. With the change in personnel, Mountford updated job descriptions. Kristen Klein was hired for bilingual translation, which she will do from home.*
- VI. Unfinished Business
  - A. Library roof - Action-  
*Battenberg moved to accept the bid from Lakeside Roofing to replace the library roof with a metal roof for \$91,000, as per the bid. Fiedorowicz seconded. Motion passed unanimously.*
- VII. New Business
  - A. Contract for County Library Services –Action  
*Schiestl moved to approve to the contract for library services with Jefferson County for \$30,925 for 2015. Strasser seconded. Motion passed unanimously. The contract will now move on to the City Council.*
  - B. New Job Descriptions –Action-  
*Mountford updated the library positions. The job description for Assistant Director was taken out of a larger job description, and put as its own description, to be matched with Interlibrary Loan Librarian, , Meals on Wheels, or Youth Services. The descriptions were changed and expanded; Mountford used other libraries and DPI site as inspiration. Information only; no action needed.*
  - C. 506. Equipment Use Policy –Action –  
*Battenberg moved to change the wording from “Scanning services are provided by the library at the rate of \$.50 per page.” to “free of service” since there is no associated cost and to add, “faxing services are provided at a rate of \$.50 per page in state and 1.00 per page*

*out of state”, and also to add DVD projector to media projector. Sullivan seconded. Motion passed unanimously.*

D.404. Monetary Donation, Memorials and Bequests – *Action*

*Mountford wondered if we should change the policy to address small gifts to employee. No action was taken at this time.*

D. Jefferson County Human Services Department, Meals on Wheels Contract – *Informational*  
*Mountford signed the contract for Meals on Wheels. Mary Parsons is doing it. The contract is for the same amount (\$9,532).*

VIII. Future agenda items-

*Board members talked about discussing goals and the mission statement.*

IX. Date, place, and time of next meeting

*February 10<sup>th</sup> at 5:15 in the library conference room -*

X. Adjournment

*Schiestl moved to adjourn; Reynolds seconded; motion passed unanimously.*