

Karl Junginger Memorial Library  
Board of Trustees Meeting  
August 11, 2015 Minutes

- I. Call to Order  
*Meeting called to order at 5:17. Present: Battenberg, Biermeier, Sullivan, Klein, Henning, Mountford, Fiedorowicz, Reynolds (5:35)*
- II. Approval of agenda  
*Henning moved to approve/Battenberg seconded. Motion passed unanimously.*
- III. Reading and Approval of open minutes from 7.14.15  
*Klein moved to approve; Beirmeier seconded. Battenberg and Fiedorowicz abstained.*
- IV. Correspondence, Appearance, Public Comments  
*Mountford presented Jefferson/Waukesha Trustee Dinner information*
- V. Director's Report  
*Mountford reported on the progress of the merger with Waukesha County, replacement of the flat roof, the outdoor sign has been ordered, and that help is needed from board members for Wiener and Kraut Day.*
- VI. Unfinished Business
  - A. Strategic Planning– *Informational*  
*Mountford asked the board to establish reasons for developing a strategic plan. Bring ideas to the next meeting. Focus would be on getting more community members to use the library.*
  - B. Staff Improvement Half Days – *Action*
    - Blood borne pathogens/MSDS/Active Shooter? – August 25<sup>th</sup>  
*Mountford will be able to cover the desk with part time employees*
    - CPR/AED – Sept. 22  
*Battenberg moved to close the library from 8AM to 12 on September 22 for CPR/AED training. Fiedorowicz seconded. Motion passed unopposed.*
    - Technology –  
*Mountford does not have a date yet for a half day for technology.*
- VII. New Business
  - A. Waukesha County Library Service Agreement – *Action*  
*Connie Meyers (Director of the WCFLS) from Waukesha sent agreement for Jefferson and Waukesha Libraries, using Café for one year. Fiedorowicz moved to accept the Library Service agreement. Henning seconded. Motion passed unopposed.*
  - B. Sidewalk bids – *Action*  
*Fiedorowicz moved to table sidewalk bids. Sullivan seconded. Motion passed unopposed.*

C. Policy 403 Donations of Books and Media – *Review and possible Action*

*Battenberg moved to leave policy as worded. Klein seconded. Motion passed unopposed.*

D. Policy 415 Interlibrary Loan materials (Wiscat) – *Action*

*Henning moved to change wording as follows:*

*-Change the word SHARE to "Library:*

*-add the words "voice mail" to ...Patrons who do not have answering machines, VOICE MAIL, or email accounts are recommended...*

*-add IF AN ILL LIBRARY BECOMES MISSING/LOST, THE PATRON MAY BE CHARGED A FEE BY THE LENDING LIBRARY.*

*Fiedorowicz seconded. Motion carried unanimously.*

VIII. Future agenda items *Strategic planning, budget*

IX. Date, place, and time of next meeting in the library conference room  
*September 15 at 5:15*

X. Adjournment

*Fiedorowicz moved to adjourn at 6:27. Sullivan seconded. Motion passed unopposed.*