

Karl Junginger Memorial Library
Board of Trustees Meeting
June 21, 2016

- I. Call to Order/Roll Call
Meeting called to order at 5:22PM. Present: Deb Battenberg, Kristen Klein, Kelli Mountford, Art Biermeier, Lee Fiedorowicz.
- II. Approval of agenda
Fiedorowicz moved to approve the agenda. Biermeier seconded. Motion passed unanimously.
- III. Approval of open minutes from May 10, 2016
Klein moved to approve the minutes. Fiedorowicz seconded; motion passed unopposed. Battenberg abstained.
- IV. Correspondence, Appearance, Public Comments
None
- V. Director's Report
 - 2017 budget from Bridges is coming next month from Connie Meyer (Bridges system director)*
 - The building was inspected; wiring in staff room needed to be updated, fire alarms need to be tested monthly*
 - Mountford is looking into masonry repairs for columns out front*
 - Mountford reported on new part time employees*
 - The adult services position only brought in 7 applications. Mountford believes the low pay is the reason for the lack of applicants.*
 - Summer reading program is doing fantastic with record breaking numbers of participants*
 - Webcasts are available for library trustees*
- VI. Unfinished Business
 - A. Financial report – *Informational*
Battenberg moved to change this to an action item. Sullivan seconded. Motion passed unanimously.
Fiedorowicz moved to approve the monthly billing report. Sullivan seconded. Motion passed unanimously.
 - B. Strategic Planning – *Informational*
The survey is out and online. We need more people to complete the survey, which runs till the end of the month.
 - C. Parking Lot – *Informational*
Nothing at this time.
 - D. Zoo Pass – *Informational*
Mountford reported on an email about the Zoo Pass program.
 - E. Fine Forgiveness sign up for SRP – *Action*

Mountford reported that the KJML has over \$9,000 in under \$50 fines, over \$7,000 in over \$50 fines.

Fiedorowicz moved to approve the fine forgiveness for participants in the Summer Reading program; Klein seconded. Motion passed unanimously.

F. Return of Materials Library Law & Confidentiality policy 215 – Action

Due to the changes in the Return of Materials Library Law, Mountford is considering using the Waterloo police for fines or fees over \$50 when the patrons have not responded to several letters.

Klein moved to table this action until August. Battenberg seconded. Motion carried unanimously.

G. Mission Statement – Action

Sullivan moved to change the mission statement to “The Karl Junginger Memorial Library strives to bring people, information and ideas together to enrich lives and strengthen community.” Fiedorowicz seconded. Motion passed unanimously.

VII. New Business

A. 410. Circulation Policy – Action

Klein moved to approve the changes to the policy as presented by Mountford (see below). Sullivan seconded. Motion passed unanimously.

Changes are:

410A. A State of Wisconsin driver’s license, or a State of Wisconsin identification card, or a photo ID plus a piece of official mail (such as a utility bill, rent receipt, or bank statement) with a Wisconsin address is required to be issued a library card.

410B Circulation – change to 21 day circulation, and items can be renewed for three loan period, change daily fine to \$.15, and take out However, items already overdue may not be renewed online.

410D Change to Notices for overdue items are mailed or emailed once a week on Tuesday. After two notices, patrons will be billed for the missing items.

B. SCLS/Marshall Annual Mtg. – Informational

Marshall is still charging Waterloo residents \$50 to use their library.

C. 515. Alcohol Policy – Action

Fiedorowicz moved to add the words underlined below to the Alcohol Policy. Sullivan seconded. Motion passed unanimously.

No use of alcohol or tobacco is allowed in any area of the building. Fire and safety laws must be observed. Alcohol is not permitted in any area of the building, except alcohol will be allowed during specifically approved library functions, and Friends of the Library events when the FOL organization obtains a picnic license from the city of Waterloo.

VIII. Future agenda items

Community wide forgiveness

Policy 215
Policy 515- wording
Masonry

- IX. Date, place, and time of next meeting in the library conference room
July 12 at 5:15.

- X. Adjournment
Klein Moved to adjourn the meeting at 6:37. Sullivan seconded. Motion passed unanimously.

Respectfully Submitted, Deb Battenberg, Secretary