

Karl Junginger Memorial Library
Board of Trustees Meeting
July 12th, 2016

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

- I. Call to Order/Roll Call 5:15
Meeting called to order at 5:15. Present: Brian Henning, Deb Battenberg, Jeanette Petts, Lee Fiedorowicz, Art Biermeier, Kelli Mountford, Kristen Klein (5:35)
- II. Approval of agenda
Henning moved to approve the agenda. Fiedorowicz seconded; motion passed unopposed.
- III. Approval of open minutes from June 21, 2016
Fiedorowicz moved to approve; Battenberg seconded. Motion passed unopposed.
- IV. Correspondence, Appearance, Public Comments
Bridges received a National Library Systems Award
- V. Director's Report
*Mountford reported on the following:
Bridges set up a table at the Jefferson County Fair/ over 1300 people stopped by
Purchased new seating in Tweens area.
Installed a hearing loop device at the front desk
Air condition checked for yearly maintenance
Hired Paula Jacob (ILL/Meals on Wheels/ Adult Services)
Summer has been very busy for library programs*
- VI. Unfinished Business
 - A. Financial report – Action
Battenberg moved to approve the Financial Report. Henning seconded. Motion passed unopposed.
 - B. Strategic Planning – Informational
Survey is done at the end of the week. Three dates are set for community conversations: 8/16 (ESL focus), 8/25 (business focus) 8/29 (educational focus)
 - C. Parking Lot – Informational (Henning)
Henning reported that the school is not going to add any parking on Porter Street.
 - D. Facility Policy 515 – Action (Klein)
*Klein reported the changes to the facility policy are grammar issues.
Lee/Brian Motion Passed unopposed.*
 - E. Fine Forgiveness sign up for SRP – Action
Patrons in the SRP who reach a certain number of books will have their fines forgiven.

Battenberg made a motion to approve the Fine Forgiveness for the SRB participants. Fiedorowicz seconded. Motion passed unopposed.

F. Return of Materials Library Law – Action

For fines \$50 and over. Mountford found a total of \$4,983 in fines over \$50 since 2013. Over \$1000 are owed to other libraries; Mountford will talk to the libraries to see who should try to collect. Of the remaining most are lost items, Mountford suggested sending out one last letter, certified mail, encouraging patrons to pay; items are then referred to the police.

Fiedorowicz moved that Mountford begin contacting patrons owing over \$50 with a certified letter, and to continue a discussion with the police department. Battenberg seconded. Motion passed unopposed.

G. Confidentiality policy 215 – Action

Mountford requested that under 6(a) Legal requirements we should add a description of WI Act 169. Fiedorowicz moved to add this. Klein seconded. Motion passed unopposed.

H. Masonry – Action

Bid is \$1460. Klein moved to go with the base bid. Henning seconded. Motion passed unopposed.

VII. New Business

A. Policy 506 Equipment – Action

Mountford is working on updating the equipment policy. Biermeier moved to table until next month. Klein seconded. Motion passed unopposed.

B. Outdoor Sign - Action

Looking into possibly making the top of the sign brighter. Fiedorowicz moved to table until next month. Henning seconded. Motion passed unopposed.

C. Budget 2017 – Informational

Cafe will increase by 33% next year. This is the first year KJML will be paying for its own licenses of Polaris on the computers. The mayor has requested all departments to budget a 5% decrease for next year.

D. Salary Review - Informational

Mountford will report on this next month.

VIII. Future agenda items

Salary review full time positions

Policy 506

Electronic sign

Budget

IX. Date, place, and time of next meeting in the library conference room

August 9 at 5:15

X. Adjournment

Fiedorowicz moved to adjourn at 6:32. Klein seconded. Motion passed unopposed.

Respectfully Submitted by Deb Battenberg, Board Secretary