

Karl Junginger Memorial Library  
Board of Trustees Meeting  
February 15, 2017

- I. Call to Order/Roll Call  
*Meet called to order at 5:30PM. Present: Kelli Mountford, Art Biermeier, Lee Fiedorowicz, Kristen Klein, Deb Battenberg, Brian Henning, Ellen Sullivan, Jeanette Petts*
- II. Approval of agenda  
*Klein moved to approve the agenda. Sullivan seconded. Motion passed unanimously.*
- III. Approval of minutes from January, 2017.  
*Henning moved to amend the minutes to reflect his attendance, and to have items E and F reflect the correct documents voted on. Sullivan seconded. Motion passed unanimously.*
- IV. Correspondence, Appearance, Public Comments –  
*Nothing to report.*
- V. Director's Report  
*Mountford presented the director's report. She presented all board members with copies of the KJML Strategic Plan. Mountford would a like to have a welcome basket for new Waterloo residents (Fiedorowicz reported that Avestar is interested in helping with this), and she is looking into wi-fi and outdoor patio seating to help further the goals of the strategic plan.*
- VI. Unfinished Business
  - A. Financial monthly reports for January 2017 – Action  
*Fiedorowicz moved to approve the financial report; Klein seconded; motion passed unanimously.*
  - B. 2017 Budget Amendment – Action  
*Mountford asked to table this item to work on making the budget clearer for city hall because all the funding sources can be confusing. Klein moved to table till next month, Battenberg seconded. Motion passed unanimously.*
  - C. Hearing Loop for Meeting Room – Informational  
*Mountford reported that it would cost about \$2000 to install a hearing loop in community room, And she is not sure our patrons would use it very often. She has not gotten much feedback about the one at the desk; and will continue to try to get feedback.*
  - D. Policy 405 Reconsideration of Material: Procedure and Form: Action  
*Fiedorowicz moved to approved the new form as presented, adding a question mark to question #3. Henning seconded. Motion passed unanimously.*
  - E. Patron Request for Reconsideration of Material: Informational  
*Mountford reported that she sent out her decision via certified mail and it was received; she has not heard anything back.*
  - F. Meeting Room Policy (key action if not returned/stamped envelope): Action  
*Battenberg moved to change the wording in the policy to reflect the shredding, rather than the returning, of the check for the deposit, to clarify what the patron should do with the key afterwards, and to say that if the key is lost, the patron will pay for any necessary re-keying fees. Sullivan seconded. Motion passed unanimously.*
- VII. New Business

- A. Annual Report– *Action*  
*Sullivan moved to approve the annual report as presented. Klein seconded. Motion passed unopposed.*
  - B. Jefferson County Nutrition 2017 MOW Contract- *Action*  
*Fiedorowicz moved to approve the Jefferson County Nutrition Meals on Wheels contract. Sullivan seconded. Motion passed unanimously.*
  - C. Policy 706 Volunteer Policy-*Action*  
*Battenberg moved to accept the new volunteer policy as presented by Mountford, with the change of stating no minimum age for volunteers, but that volunteers under the age of 17 need written parental consent. Klein seconded. Motion passed unanimously.*
  - D. Review Policies 205 & 210- *Action*  
*Fiedorowicz moved to approve the policies as presented, with no changes. Klein seconded. Motion passed unanimously.*
- VIII. Future agenda items  
*Color copy prices for patrons, amended budget*
- IX. Date, place, and time of next meeting  
*Tuesday, March 14 at 5:15PM in the library conference room.*
- X. Adjournment  
*Battenberg moved to adjourn at 6:32. Fiedorowicz seconded. Motion passed unanimously.*

Respectfully Submitted, Deb Battenberg, Secretary