

Karl Junginger Memorial Library
Board of Trustees Meeting
September 12, 2017
5:15pm
Minutes

- I. Call to Order
Meeting called to order at 5:19 PM. Present: Deb Battenberg, Art Biermeier, Lee Fiedorowicz (5:25), Brian Henning, Kristen Klein, Kelli Mountford, Jeanette Petts, and Ellen Sullivan.
- II. Approval of agenda
Henning moved to approve the agenda. Battenberg seconded. Motion passed unanimously.
- III. Approval of open minutes from August 8, 2017
Battenberg moved to approve the minutes. Henning seconded. Motion passed unanimously.
- IV. Correspondence, Appearance, Public Comments
 - A. *We received a card from Martha Parsons thanking the library staff for offering the summer reading program.*
 - B. *We received a \$20 donation from Nancy Clapp in thanks for Joel's help in locating genealogy information.*
 - C. *Carl Berridge shared with Kelli Mountford a letter that he received which was addressed to Evelyn Kading Clark.*
- V. Director's Report
Mountford presented the Director's Report. She also advised board members that a Summer Reading Program summary is in the board members' mailboxes.
- VI. Unfinished Business
 - A. Financial monthly report for August 2017 – Action
Battenberg moved to approve the financial report; Sullivan seconded; motion passed unanimously.
 - B. Cleaning Contract– Informational
Mountford reported that we have received three bids for cleaning services. Mountford will meet with the current cleaner on Thursday.
 - C. 2018 Budget – Action
The budget has been approved by the City's Finance Committee, but it has not yet gone to the City Council. Sullivan moved to approve the budget with the condition that the cleaning expenses may be amended at some point; Fiedorowicz seconded; motion passed unanimously.
 - D. Bridges library Trustee Dinner - Informational
The dinner will take place on Wednesday, September 27.
- VII. New Business
 - A. Water Fountain replacement – Action
Fiedorowicz moved to approve the replacement of the water fountains up to a cost of \$2,700; Battenberg seconded; motion passed unanimously.

- B. Job Description update – *Action*
Fiedorowicz moved to approve the changes to the Catalog Librarian and the Student Worker/Page job descriptions; Sullivan seconded; motion passed unanimously.
 - C. Men’s restroom – *Informational*
Mountford reported that someone has been etching profanity and foul symbols on the men’s bathroom stall doors.
 - D. Policy 415 Interlibrary Loan Materials (WISCAT) – *Action*
Battenberg moved to approve the changes to policy 415 as outlined by Mountford. Sullivan seconded. Motion passed unanimously
 - E. Policy 416 Kindle Circulation Policy- *Action*
Sullivan moved to approve the review of policy 416 as worded. Fiedorowicz seconded. Motion passed unanimously.
 - F. Policy 417 Zoo Pass- *Action*
Battenberg moved to approve the review of policy 416 as worded. Sullivan seconded. Motion passed unanimously.
- VIII. Future agenda items
- A. *Closed minutes from August 8, 2017.*
 - B. *Cleaning Contract*
- IX. Date, place, and time of next meeting in the library conference room
Tuesday, October 17, at 5:15 PM in the library conference room.
- X. Adjournment
Battenberg moved to adjourn at 6:18 PM. Sullivan seconded. Motion passed unanimously.

Respectfully Submitted, Kristen Klein, Secretary