

Karl Junginger Memorial Library
Board of Trustees Meeting
November 7, 2017
5:15pm
Minutes

- I. Call to Order & Introductions
Meeting called to order at 5:29 PM. Present: Deb Battenberg, Art Biermeier, Kristen Klein, Kelli Mountford, Jeanette Petts, and Ellen Sullivan.
- II. Approval of agenda
Battenberg moved to approve the agenda; Sullivan seconded; motion passed unanimously.
- III. Approval of open minutes from October 17, 2017
Battenberg moved to approve the minutes; Biermeier seconded; motion passed unanimously.
- IV. Correspondence, Appearance, Public Comments
 - *Waterloo Swim Club has asked if the library would be interested in sponsoring their club.*
- V. Director's Report
Mountford presented the Director's Report. She also reminded board members that the holiday get-together will be December 8 at 5:30.
- VI. Unfinished Business
 - A. Financial monthly report for October 2017 – Action
Sullivan moved to approve the financial report; Battenberg seconded; motion passed unanimously.
 - B. Job Description – Action
Klein moved to approve changes to the Adult Service Librarian, Library Assistant II, ILL Librarian, Meals on Wheels Coordinator job descriptions as presented; Sullivan seconded; motion passed unanimously.
 - C. Cleaning – Action
Battenberg moved to approve a cleaning contract up to \$14,500 with the cleaner of the director's choice; Sullivan seconded; motion passed unanimously.
 - D. Lighting and Parking Lot – Informational
Mountford reported that we are still awaiting bids and that the City wants us to use carryover money first before asking for the money from the budget.
 - E. Budget – Informational
Budget was discussed and a wide variety of subjects (including carryover money) were brought up.
 - F. Marshall Library Border- Informational
Marshall will continue to charge \$50 to any patron of the KJML who is a City of Waterloo resident.
- VII. New Business
 - A. 2018 library membership/CAFÉ agreement addendums approved and signed – Action
Sullivan moved to approve the 2018 library membership/CAFÉ agreement and addendum; Battenberg seconded; motion passed unanimously.

- B. Library fines – *Informational*
Mountford proposed for the Board’s consideration the discontinuation of library fines.
- C. Policy 410 Circulation – *Action*
Battenberg moved to approve the review of policy 410 to reflect a limit of 125 books to be checked out at a time and the movie ratings as presented; second by Petts; motion passed unanimously.

VIII. Future agenda items

- A. *Lighting and parking lot*
- B. *Fines*

- IX. Date, place, and time of next meeting in the library conference room
Tuesday, January 9, at 5:00 PM in the library conference room.

- X. Adjournment
Battenberg moved to adjourn at 6:19 PM; second by Petts; motion passed unanimously.

Respectfully Submitted,

Kristen Klein, Secretary