

Karl Junginger Memorial Library  
Board of Trustees Meeting Minutes  
January 28, 2026 @ 5:30 pm

- I. Call to Order & Introductions  
*The meeting was called to order at 5:32 p.m. Present: Art Biermeier, Diane Graff, Tracy Grant, Susan McDermott, Cindy Krueger, Sara Cummings, and Kelli Mountford.*
- II. Approval of agenda  
*The agenda was approved as written*
- III. Approval of open minutes from November 19, 2025.  
*Cummings moved to approve the November 2025 minutes. Graff seconded. The motion passed unanimously.*
- IV. Correspondence, Appearance, Public Comments
- V. Director's Report
- VI. Unfinished Business
  - A. **Financial monthly report for November 2025 - Action**  
*Cummings moved to approve the November 2025 monthly invoices as presented. Graff seconded. The motion passed unanimously.*
  - B. **Preliminary December Financial Report – Action**  
*Mountford stated that the December budget is not complete and may change. Cummings moved to approve the preliminary December 2025 financial report. Krueger seconded. The motion passed unanimously.*
  - C. **Budget 2025 – Informational**  
*Mountford stated that the auditors will be arriving in the city the week of February 2.*
  - D. **Job Description budget line item change – Action**  
*Cummings moved to add line item 115 Wages, Technical Services under the Salary & Wages grouping to move Paula Jacob's wages from Line item 116 Wages, Asst. Nutrition, to line item 115. Biermeier seconded. The motion passed unanimously.*
  - E. **Budget 2026 – Informational**
  - F. **Adult Fiction Shelving update – Informational**  
*The two new adult shelving units have been installed and filled.*
  - G. **ADA accessibility website update – Action**  
*Grant motioned to table this item until more information can be obtained by Mountford. McDermott seconded. The motion passed unanimously.*

H. **Wednesday, August 5, Staff in-service Library Closed date – Action**

*Grant moved to approve the library's closed date of August 5 for staff in-service. Krueger seconded. The motion passed unanimously.*

VII. New Business

A. **2026 Contract for Jefferson County Library Services – Action**

Grant moved to approve to accept the Jefferson County Contract library services contract. Graff seconded. The motion passed unanimously.

B. **Strategic Plan update – Informational**

*Mountford discussed the new strategic plan and the four goal statements.*

C. **Rental of Library Equipment – Action**

*Cummings made a motion to approve the use of the library's snow cone and popcorn equipment to library staff, board members, and Friend board members with a donation and waiver signed. Grant seconded. The motion passed unanimously.*

D. **Policy 418 WiFi Hotspot – Informational**

*Mountford discussed Policy 418 WiFi Hotspot, and that it will be brought up next month for approval.*

E. **Read and Discuss the Library Board Trustee Handbook Introduction and Chapter1, “The Trustee Job Description” – Informational**

*The board decided to have this placed back on next month's agenda to discuss when our newest board member will be in attendance.*

VIII. Future agenda items – Budget 2025/2026, Policy 418, Update on Substation, Annual Report, Job Description, Computers (Capital Budget), ADA website

IX. Date, place, and time of the next meeting: Wednesday, February 25, at 5:30 p.m. in the Hyer Conference Room

X. Adjournment

Cummings moved to adjourn at 6:11 p.m. Krueger seconded. The motion passed unanimously.

Respectfully submitted,  
Cindy Krueger