

Karl Junginger Memorial Library  
Board of Trustees Meeting Minutes  
**October 29, 2025 @ 5:30 pm**

- I. Call to Order & Introductions  
*The meeting was called to order at 5:30 p.m. Present: Art Biermeier, Diane Graff, Leslie Fugate, Tracy Grant, Susan McDermott, Miriam Schilling, and Kelli Mountford.*
- II. Approval of agenda  
*The agenda was approved as written*
- III. Approval of open minutes from September 24, 2025.  
*Fugate moved to approve the September 2025 minutes. Graff seconded. The motion passed unanimously.*
- IV. Correspondence, Appearance, Public Comments
- V. Director's Report  
Mountford also reported that Waterloo Utilities is installing a substation on the library property by the south school driveway. It was also reported that a small window was shattered, most likely from a rock thrown by the lawnmower. Jefferson Glass has been called for replacement.
- VI. Unfinished Business
  - A. **Financial monthly report for September 2025 - Action**  
*Schilling moved to approve the September 2025 monthly invoices as presented. Grant seconded. The motion passed unanimously.*
  - B. **2026 Budget – Action**  
*Mountford stated that the budget is not complete, waiting for health insurance and other insurance numbers. Biermeier made a motion to table the 2026 budget until the November meeting. Fugate seconded. The motion passed unanimously.*
  - C. **Flat Roof Update Invoice – Informational**  
*Mountford stated that Pioneer Roof was trying to email my old email from the past library system when the roof was installed. They called and then sent the invoice for the roof. The amount was \$964.00.*
  - D. **Policy 410 Circulation Policy – Action**  
*Schilling made a motion to approve Policy 410 with the updates. McDermott Seconded. The motion passed unanimously.*
- VII. New Business
  - A. **2026 Annual Addendum Bridges Library System Member & Café Agreement – Action**  
Mountford discussed the 2026 Bridges fees. Grant made a motion to approve the 2026 Annual Addendum Bridges Library System Member & Café Agreement. Fugate seconded. The motion passed unanimously.

**B. Policy 503 Code of Conduct – Informational**

*Mountford discussed Policy 503 Code of Conduct, and that it will be brought up next month for approval.*

**C. Read and Discuss the Library Board Trustee Handbook Chapter 25, “Liability Issues” – Informational**

- VIII. Future agenda items – Budget 2026, Adult Fiction shelving, Policy 503, Update on Substation, December Meeting, 2026 Dates Closed
- IX. Date, place, and time of the next meeting: Wednesday, **November 19**, at 5:30 p.m. in the Hyer Conference Room. Please make note that this is the **Third** Wednesday of the month due to Thanksgiving.
- X. Adjournment  
Grant moved to adjourn at 5:57 p.m. Schilling seconded. The motion passed unanimously.

Respectfully submitted,  
Kelli Mountford