

Karl Junginger Memorial Library
Board of Trustees Meeting Minutes
November 19, 2025 @ 5:30 pm

- I. Call to Order & Introductions
The meeting was called to order at 5:32 p.m. Present: Art Biermeier, Diane Graff, Leslie Fugate, Tracy Grant, Susan McDermott, Miriam Schilling, Cindy Kreuger, Sara Cummings, and Kelli Mountford.
- II. Approval of agenda
Cummings made a motion to move Unfinished Business Letter B. Budget 2026 above Letter A. Graff seconded. Motion passed unanimously.
- III. Approval of open minutes from October 22, 2025.
Fugate moved to approve the October 2025 minutes. Cummings seconded. The motion passed unanimously.
- IV. Correspondence, Appearance, Public Comments
Mountford presented all board with thank-you notes for Community Appreciation Day. Thank you to the board members for their volunteer service and dedication serving on the library board.
- V. Director's Report
Mountford reported that Jefferson Glass has been able to replace the glass in the window, and it did not take 3 to 4 weeks like initially stated.
- VI. Unfinished Business
 - A. **2026 Budget – Action**
City Tax Dollars stayed the same amount given from 2025 at \$208,000. Two employees opted out of insurance, allowing funds that were cut from line items to be placed back. Library Expenditures were down by \$15,617 from the City's posted budget. Total library revenue and expenditures balance out at \$403,666. Grant made a motion to approve the new 2026 budget. Krueger seconded. The motion passed unanimously.
 - B. **Financial monthly report for October 2025 - Action**
McDermott moved to approve the October 2025 monthly invoices as presented. Fugate seconded. The motion passed unanimously.
 - C. **Policy 503 Code of Conduct – Action**
Grant made a motion to approve Policy 503 with the updates. Schilling Seconded. The motion passed unanimously.
 - D. **Waterloo Utilities Substation update – Informational**
No updates to report at this time.
 - E. **Adult Fiction shelving update – Informational**
No updates to report at this time.

VII. New Business

A. December 2025 meeting – Action

Krueger made a motion to cancel the December Library Board meeting unless a Special meeting needs to be called. McDermott seconded. The motion passed unanimously.

B. Library email addresses – Informational

Mountford discussed that the board members may want to create email addresses that are used only for the library board and city use. Due to the open records law and the public has access to their email addresses.

C. Review Jefferson County Library Service Guidelines – Informational

D. Discuss web accessibility requirements – Informational

The KJM Library's website will need to be ADA accessible by April 2027 per Federal law. This is something that the library will need to hire someone to do, since it has to do with coding. Mountford will be looking into this. The website may need a complete overhaul.

E. 2026 Closed Dates: 1/1, 1/19(staff in-service), 4/3, 4/4/, 5/23, 5/25, 7/3, 7/4, 9/5, 9/7, 11/26, 11/27, 11/28, 12/24, 12/25, 12/26, 12/31 (open ½ day from 9 to 1) - Action

Fugate moved to approve the 2026 library closed dates. Grant seconded. The motion passed unanimously.

F. Review and Discuss Library board Trustee handbook Chapter 26 "The Public Library System Board – The Broad Viewpoint" and Chapter 27 "Trustee Orientation and Continuing Education" - Informational

VIII. Future agenda items – Budget 2025 and 2026, Adult Fiction shelving, Update on Substation, August In-Service closed date

IX. Date, place, and time of the next meeting: Wednesday, **January 28, 2026, at 5:30 p.m. in the Hyer Conference Room.**

X. Adjournment

Biermeier moved to adjourn at 6:32 p.m. Krueger seconded. The motion passed unanimously.

Respectfully submitted,
Cindy Krueger