

Karl Junginger Memorial Library
Board of Trustees Meeting Minutes
March 26, 2025, @ 5:30 pm

- I. Call to Order & Introductions
The meeting was called to order at 5:29 p.m. Present: Art Biermeier, Diane Graff, Sara Cummings, Miriam Schilling, Susan McDermott, Leslie Fugate, and Kelli Mountford.
- II. Approval of agenda
Cummings made a motion to change Informational to an Action item under New Business Item B. New Canon Copier. Schilling seconded. The motion passed unanimously.
- III. Approval of open minutes from February 26, 2025.
Cummings moved to approve the February 2025 minutes. Fugate seconded. The motion passed unanimously.
- IV. Correspondence, Appearance, Public Comments
- V. Director's Report
- VI. Unfinished Business
 - A. **Financial monthly report for February 2025 - Action**
Cummings moved to approve the February 2025 monthly invoices as presented. Graff seconded. The motion passed unanimously.
 - B. **Phone/Fax – Informational**
Mountford is waiting for more information about the new phone service from the City of Waterloo.
 - C. **Policy 402 Programs – Action**
Cummings moved to approve Policy 402 with grammatical changes. Schilling seconded. The motion passed unanimously.
 - D. **Policy 411 – Action**
Cummings moved to approve Policy 411 with the provided updates to the policy. Fugate seconded. The motion passed unanimously.
 - E. **Policy 512 Emergency - Action**
Cummings moved to approve Policy 512 with the provided updates. Schilling seconded. The motion passed unanimously.
 - F. **Garman Donation – Discussion**

Mountford stated that she spoke with Mayor Quimby and presented the Chapter 43 information about library board control over all library monies, including donations. Board discussed keeping the Garman donation in the library donation fund for now.

VII. New Business

A. **Jefferson County is planning to make appointments to local library boards based on [Wis. Stat. 43.60](#) – Informational**

Mountford discussed that due to the state statute, Jefferson County can and is going to appoint a board member. This will make eight board members. Library Board By-laws will need to be reviewed at the April board meeting.

B. **New Canon Copier – Informational Action**

Cummings moved to approve the five-year lease of the Canon iR ADV DX C3930i copier/fax machine through Gordon Flesch Company. Biermeier seconded. The motion passed unanimously.

C. **Policy 407 Public Materials and Displays – Informational**

This policy will be reviewed next month.

D. **Policy 411 Library of Things Collection Borrowing Policy – Informational**

This policy will be reviewed next month.

E. **Read and Discuss the Library Board Trustee Handbook Chapter 18 “Library Board Appointments and Composition” – Informational**

Mountford reviewed highlighted information about the library board composition.

VIII. Future agenda items – Policies 407, 411, Bylaws, board member renewal and election information, and the Clark Investment

IX. Date, place, and time of the next meeting

The next board meeting will be held on Wednesday, April 23, at 5:30 p.m. in the Hyer Conference Room.

X. Adjournment

Cummings moved to adjourn at 6:03 p.m. McDermot seconded. The motion passed unanimously.

Respectfully submitted,

Kelli Mountford