

Karl Junginger Memorial Library  
Board of Trustees Meeting Minutes  
April 22, 2026 @ 5:30 pm

- I. Call to Order & Introductions  
*The meeting was called to order at 5:33 p.m. Present: Art Biermeier, Diane Graff, Tracy Grant, Susan McDermott, Claire Jones, Sara Cummings, Leslie Fugate, and Kelli Mountford.*
- II. Approval of agenda  
*The agenda was approved as written*
- III. Approval of open minutes from March 25, 2026.  
*Griff moved to approve the March 2026. Grant seconded. The motion passed unanimously.*
- IV. Correspondence, Appearance, Public Comments
- V. Director's Report
- VI. Unfinished Business
  - A. **Financial monthly report for March 2026 - Action**  
*Fugate moved to approve the March 2026 monthly invoices as presented. Cummings seconded. The motion passed unanimously.*
  - B. **Budget 2026 – Informational**
  - C. **Photo Permission Policy 445 – Action**  
*Cummings moved to approve Photo Permission Policy 445 with grammatical changes. Grant seconded. The motion passed unanimously.*
  - D. **Job Description “Student Worker” – Action**  
*Cummings moved to approve the Student Worker job description with the presented changes. Grant seconded. The motion passed unanimously.*
  - E. **Computer Update – Informational**
  - F. **ADA Website Update – Informational**  
*Mountford stated that there is an extension of Compliance dates for Web Accessibility. The Department of Justice new compliance due dates:*
    - Population 50,000+ = extended to April 26, 2027
    - Population less than 50,000 = extended to April 26, 2028
- VII. New Business
  - A. **Library Board Position Renewal – Informational**  
Both Diane Graff and Claire Jones have been renewed for three years on the Library Board per the Mayor.

- B. **Meeting Room Kitchen, Flooring & Countertops – Discussion with possible action**  
*Mountford stated that the dishwasher had been slowly leaking and created a flood under the kitchen flooring. DPW fixed the dishwasher with an inexpensive part. However, the flooring will need to be removed due to mold and replaced. Mountford is looking to see if the Library Custodian and another volunteer can use leftover flooring to fix. Mountford did state that the kitchen countertops are original to the building and have shifted and are falling off the wall. These will need to be replaced.*
- C. **Broken Window – Informational**  
*Mountford stated that the window above the library stairs in the children’s area is cracked. She contacted Jefferson Glass, who has replaced other windows for the library. They will come out in three weeks to replace.*
- D. **Parking Lot Brick Columns need masonry work – Discussion with possible action**  
*Mountford stated that she is exploring contacting several masonry companies to assess the condition of the columns and the surrounding building masonry to determine necessary repairs and updates.*
- E. **Jefferson County Library Website / <https://www.jeffersoncounty.wi.gov> – Informational**  
*To comply with web accessibility requirements, the Jefferson County Library Board transitioned its website to the Jefferson County website with approval and assistance from the County.*
- F. **Policy 425 Outreach Services – Informational**  
*Mountford discussed Policy 425 Outreach, and that it will be brought up next month for discussion and final approval.*
- G. **Read and Discuss the Library Board Trustee Handbook Introduction and Chapter 1, “The Trustee Job Description” – Informational**
- VIII. Future agenda items – Budget 2026, Policy 425, Job Description, Computers, MR Kitchen Flooring, Parking Lot, Masonry work,
- IX. Date, place, and time of the next meeting: Wednesday, May 27, at 5:30 p.m. in the Hyer Conference Room
- X. Adjournment  
Cummings moved to adjourn at 6:10 p.m. Grant seconded. The motion passed unanimously.

Respectfully submitted,  
Kelli Mountford