

Karl Junginger Memorial Library
Board of Trustees
Meeting Minutes
April 27, 2010
5:15pm
Pearl Hyer Conference Room

Roll: Cecilia Wiltzius, Jenni Hayes, Mike Strasser, Connie Schiestl and Keith von Huben. Mike Kent was not present. Mo Hansen was also present.

Mike Strasser called the meeting to order at 5:20pm.

Approval of Agenda - Keith moved and Jenni seconded to approve the April board meeting agenda. The agenda was approved.

Reading of Minutes - Connie moved and Keith seconded to approve the March board meeting minutes. The minutes were approved.

Correspondence, Appearance, Public Comment - Cecelia received an email from Dan Dralle-Allen saying that he has really appreciated his time on the library board and being involved with the library in that way. Cecelia also received an email from Greg Hoffman thanking the library board for their contribution and participation in the solar array project.

Director's Report:

Donations - Waterloo 2000 donated two bike racks to the library. Theo Garman donated \$100 to the library in memory of Gus Harms. The library received a set of books and DVDs as a part of the We The People Bookshelf grant from the National Endowment for the Humanities and the American Library Association.

This year's theme is *A More Perfect Union*. The library will sponsor a storytime series featuring this year's theme later in the fall.

Carpeting - The storytime area was re-carpeted. A strip of carpeting was also replaced in the newspaper reading area. They needed replacing due to the fact that both areas had severely faded because of direct sunlight.

Keith moved and Jenni seconded to approve the Director's Report. The Report was approved.

Unfinished Business:

A. Employee personnel handbook review *Informational* - Mo Hansen attended the meeting to answer any questions the library board might have pertaining to the city employee handbook in relation to a library employee handbook. Mike S. asked how we should proceed and if there are any plans for a committee for the city handbook. Mo suggested

the library board focusing on library specific areas might be the best way to proceed. He also said the library board could help drive the process for the city personnel handbook by focusing on library specific areas and presenting them to the city council. Connie asked about collective bargaining in reference to the recent review of holiday benefits. Mo said that, yes, there are two unions. He added to the discussion by mentioning that the city employee handbook does make reference to the federal laws in relation to ADA and FMLA acts, however, it does not specify what the law says. Mike S. asked about drug testing. Mo said that various departments can and do have requirements above and beyond federal requirements. Mo recommended abiding by state and federal law. This is what the city does rather than setting anything above and beyond. Mike asked about employee review. Mo stated that department heads are responsible for their department and that the council is responsible for department heads. It seems the best way to proceed is for the library board to make a recommendation to the city council and that other city departments do the same. The recommendations then culminate with the council process.

New Business - none

Date, place, and time of next meeting - Tuesday, June 22, 2010 at 5:15pm in the Pearl Hyer Conference Room at the library.

Adjournment - Keith moved and Connie seconded to adjourn the meeting. Meeting was adjourned at 5:55pm.

Respectfully submitted,

Jenni Hayes