

Karl Junginger Memorial Library  
Board of Trustees Meeting Agenda  
April 13<sup>th</sup>, 2021

I. Call to Order & Introductions

*Meeting called to order at 5:17. Present: Deb Battenberg, Kelli Mountford, Cindy Krueger, Brian Henning, Art Biermeier, Kelli Mountford, Tim Jonas, Rod Ellenbecker (Bank of Sun Prairie)*

II. Approval of agenda

*Vosters moved to approved the agenda, Krueger seconded. Motion passed unanimously.*

III. Approval of open minutes from

*Biermeier moved to approved the agenda, Vosters seconded. Motion passed unanimously.*

IV. Correspondence, Appearance, Public Comments –

*\*\*Rod Ellenbecker from Bank of Sun Prairie to speak*

*Rod Ellenbecker explained the role of the trustee – working with the investment managers, making sure the investment policy is being followed, and said that every year the policy statement will be revisited to make sure it is still appropriate. BSP will ensuring that distributions are made timely; Mountford will be receiving statements that show all account activity. BSP also takes care of tax filings related to this account.*

*Where are we in the process- all Charles Schwab applications done, account is open, a request has been sent to SVA to move the assets- should be moved within a few weeks.*

*Rod has been communicating with Poehlings regarding creating the investment portfolio using the investment policy statement, which will be created jointly between the trustee and the investment manager.*

*Correspondence – Thank you note from an employee for the sub sandwiches provided by the board last month.*

V. Director's Report

*Mountford added that there are a few people interested in the library board position (s).*

VI. Unfinished Business

A. Financial monthly report for March 2021 – Action

*Battenberg moved to approve the report; Vosters seconded. Motion passed unanimously.*

B. Policy 410 Circulation – Action

*Vosters moved to approve Policy 410 with changes presented. Krueger seconded. Motion passed unanimously.*

VII. New Business

A. Insurance information and New Cyber Insurance Information – Informational

*The city council voted to require cyber insurance. This will cost \$1489 and was not included in the library budget. All insurances this year are costing more than budgeted.*

B. Building Fund and Donation– Informational

*Mountford has requested to have a separate fund for a building project. Mountford has put Waterloo Chamber of Commerce disbursement and a donation into this fund.*

- C. Forming a Committee for Building Expansion – Action  
*Battenberg moved to table this until more information is available on cost. Henning seconded; motion passed unanimously.*
- D. Policy 300 By-Laws of the Library Board – Informational  
*Mountford is looking at combining Secretary and Finance positions.*

VIII. Future agenda items

- Tom Poehling from Poehling Capital Investments
- Library Board Officer elections
- Building committee
- Policy 300

IX. Date, place, and time of next meeting: May 11<sup>th</sup> @ 5:15 pm

X. Adjournment

*Moved to adjourn at 6:22 by Vosters, Henning seconded. Motion passed unanimously.*

Respectfully Submitted, Deb Battenberg, secretary