

Karl Junginger Memorial Library
Board of Trustees Meeting Agenda
August 22, 2023

I. Call to Order & Introductions

Meeting was called to order at 5:28 p.m. Present: Abby Vosters, Miriam Schilling, Art Biermeier, Diane Graff, Brian Henning, and Kelli Mountford

II. Approval of agenda

Hearing no additions, the agenda was approved as presented.

III. Approval of open minutes from July 25th, 2023, and Closed minutes from August 7th.

Hearing no corrections, the minutes were approved as presented.

IV. Correspondence, Appearance, Public Comments

V. Director's Report

VI. Unfinished Business

A. Financial monthly report for July 2023 – Action

Biermeier moved to approve the July monthly report as presented. Henning seconded. Motion passed unanimously.

B. Parking Lot Update – Informational

Mountford stated the concrete has been poured for the swale and sidewalks. Pictures were sent to the City Engineer of the parking lot when it rained showing where it was still flooding. It seems as if the parking lot is on schedule to finish by the end of August.

C. Policy 411 Library of Things – Action

Biermeier made a motion to approve the new Policy 411 Library of Things as written, Schilling seconded Motion passed unanimously.

D. Job Description from Youth Services to Librarian - Action

Biermeier made a motion to approve the Librarian Job Description as written, Graff seconded, Motion passed unanimously.

VII. New Business

A. Letter or Policy of Authorization- Action

Henning made a motion to approve Resolution No. 2023-01: A Resolution Establishing Authority in Matters Pertaining to Monies Collected and Donations given to the Karl Junginger Memorial Public Library, Schilling seconded, motion passed unanimously.

B. Library Assistant I – Informational

C. Library Assistant II – Informational

D. Library Assistant III – Informational

- E. Bridges Trustee Annual Event held 9/28/23 @ WT. – *Informational*
Mountford explained to the board this event is hosted by Bridges as a Thank you to the Library Board members who serve. From 6 to 7 p.m., there will be a social hour, and then at 7:00 p.m., Dr. Barbara Reinhart will be the guest speaker.
 - F. Library Director 2023 achievements and 2023 goals – *Informational*
Mountford handed out her 2024 goals and reviewed her achievements for 2022 and into 2023.
 - G. Library Director Evaluation – *Action*
The Library Board will convene to Closed Session on the matter per State Statute 19.85(1)(c) “considering employment, promotion, compensation or performance evaluation data of any public employee over which the body has jurisdiction or exercises responsibility.” The committee will reconvene in open session upon the conclusion of the closed session.
Biermeier motioned to convene to Closed session on the matter per State Statute 19.85(1)(c) “considering employment, promotion, compensation or performance evaluation data of any public employee over which the body has jurisdiction or exercises responsibility” Henning seconded. Roll call passed unanimously.
Biermeier moved to move back to open session to take action on the Library Director evaluation. Henning seconded. Roll call passed unanimously.
Biermeier made a motion to approve the library director evaluation as presented. Graff seconded. Motion passed unanimously.
 - H. Library Board Trustee Handbook Chapter 4 “Effective Board Meeting and Trustee Participation.” – *Informational*
Mountford stated that she will include a chapter from the WI. Library Board Trustee Handbook at each Board meeting until we get through with them for discussion.
- VIII. Future agenda items – Library Asst I, II, and III job descriptions, 2024 Budget update
- IX. Date, place, and time of the next meeting
Next Board Meeting is September 26th at 5:30 pm in the Junginger Community Room with special guests Tom Poehling from Poehling Capital Management and Rod Ellenbecker from Bank of Sun Prairie to discuss the Clark Trust Fund.
 - X. Adjournment
Biermeier moved to adjourn at 7:09 p.m. Cummings seconded. Motion passed unanimously.

Respectfully Submitted, Kelli Mountford, Library Director