

Karl Junginger Memorial Library  
Board of Trustees Meeting Agenda  
**September 26, 2023**

I. Call to Order & Introductions

*Meeting was called to order at 5:30 p.m. Present: Abby Vosters (left at 6:05 p.m.), Cindy Kreuger, Miriam Schilling, Art Biermeier, Diane Graff, Brian Henning, Sara Cummings, and Kelli Mountford. Guests: Tom Poehling and Rod Ellenbecker*

II. Approval of agenda

*Hearing no additions, the agenda was approved as presented.*

III. Approval of open minutes from August 22<sup>nd</sup>, 2023. *Hearing no corrections, the minutes were approved as presented.*

IV. Correspondence, Appearance, Public Comments

Tom Poehling from Poehling Capital Management and Rod Ellenbecker from Bank of Sun Prairie spoke on the Clark Trust fund and our investments.

V. Director's Report

Mountford reminded the Board members that the Bridges Trustee Appreciation event will take place this Thursday, Sept. 28<sup>th</sup>. Circulation and Registering New patron reports were discussed.

VI. Unfinished Business

A. Financial monthly report for August 2023 – *Action*

*Cummings moved to approve the August monthly finance report as presented. Krueger seconded. Motion passed unanimously.*

B. Parking Lot Update – *Informational*

*Mountford stated the orange tall pillars were placed for safety by the drainage swale. The final total costs from R & T Voegeli Excavating were \$140,676.08. Engineer costs with a total of \$11,002.33. Light pole moving costs from Utilities are \$8,588.87. Small Bollard removal costs from Diverse Electric are \$1,049.00. With City of Waterloo paying \$75,000 towards this cost.*

C. Parking Lot Light Pole Invoice – *Action*

*Cummings made a motion to approve the new Waterloo Utilities invoice of \$8588.87 for the moving of light poles, Krueger seconded. Motion passed unanimously.*

D. Parking Lot extra charges from Engineer invoice – *Action*

*Cummings made a motion to approve the charges of \$4105.00 from Kunkel Engineering Group for parking lot extra charges, Krueger seconded. Motion passed unanimously.*

E. Job Description for Library Assistant I, II, and III - *Action*

*Henning made a motion to approve the Librarian Assistant I, II, and III Job Descriptions as written, Cummings seconded, Motion passed unanimously.*

VII. New Business

- A. Student Worker Job Description– *Informational*
- B. Policy 435 Social Media – *Informational*
- C. Library Assistant III – *Informational*
- D. Library Board Trustee Handbook Chapter 5 “Hiring a Library Director” – *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 –2024 Budget, Student Worker Job Description, Policy 435 Social Media, Holiday get-together

- IX. Date, place, and time of the next meeting  
Next Board Meeting is October 24th at 5:30 pm in the Junginger Community Room.
- X. Adjournment  
Cummings moved to adjourn at 6:35 p.m. Krueger seconded. Motion passed unanimously.

Respectfully Submitted, Kelli Mountford, Library Director