

Karl Junginger Memorial Library
Board of Trustees Meeting Agenda
July 25, 2023

I. Call to Order & Introductions

Meeting was called to order at 5:32. Present: Abby Vosters, Miriam Schilling, Art Biermeier, Cindy Krueger, Diane Graff, Sarah Cummings, and Kelli Mountford

II. Approval of agenda

Hearing no additions, the agenda was approved as presented.

III. Approval of open minutes from June 27, 2023

Hearing no corrections, the minutes were approved as presented.

IV. Correspondence, Appearance, Public Comments –

WI. Trustee Training Week will be held August 21-25, 2023 from 12 to 1. Sign up and you can receive the links to watch at a later time. www.wistrusteetraining.com

V. Director's Report

VI. Unfinished Business

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

Cummings moved to approve the June monthly report as presented. Biermeier seconded. Motion passed unanimously.

B. *Staff salaries 2024–*

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.” The committee will reconvene in open session upon the conclusion of the closed session. Schilling seconded; motion passed unanimously.

The board discussed library staff salaries and how these affect the 2024 budget.

Biermeier moved to move back to open session to take action on the Staff Salaries. Cummings seconded. Motion passed unanimously.

Cummings moved to table 2024 Staff Salaries; Krueger seconded

C. *Budget 2024 –Went over changes for next year and Capital Plan Cummings made a motion to table the budget and approving the Capital Plan, Biermeier seconded Motion passed unanimously.*

D. *Parking Lot Update- Beginning of 8/7, and through the month of August. Released in the newsletter and notices on doors, parking on Monroe and Porter, no reserving the board room in August.*

E. *Policy 410 Circulation- Cummings made a motion to approve, Schilling seconded, passed unanimously*

F. *Removal of Liability Waivers-Cummings made a motion to approve, Biermeier seconded, passed unanimously*

- G. Policy 415 Ill Review-Cummings will make a motion to approve, Krueger seconded, passed unanimously
- H. Director Job Description-Biermeier made a motion to approve, Cummings seconded, passed unanimously
- I. Asst. Director Job Description –Cummings made a motion to approve, Krueger seconded, passed unanimously

VII. New Business

- A. *Staff In-Service Day, Library closed 8/2-Cummings made a motion to approve, Schilling seconded, passed unanimously.*
- B. *Policy 411-Vosters made a motion to table, Biermeier seconded, passed unanimously*
- C. *Policy 420- really not a policy, more of a procedure Cummings made a motion to remove the policy, Graff seconded and passed. Dissenting Biermeier.*
- D. *Youth Services job description review – Informational*
Mountford discussed the changes that need to be made to the job description with level of education
- E. *Library Board Trustee Handbook Chapter 3 Bylaws-Organizing the Board for Effective Action.” – 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 Director Evaluation
Policy 411

IX. Date, place, and time of the next meeting

- X. Special online meeting on August 7th at 5:30 to discuss staff salary and 2024 budget (closed session)
Next Board Meeting August 22 at 5:30 pm in the Junginger Community Room

XI. Adjournment

Biermeier moved to adjourn at 7:09 pm. Cummings seconded. Motion passed unanimously.

Respectfully Submitted, Cindy Krueger, Sect/Treasurer