

Karl Junginger Memorial Library
Board of Trustees Meeting Agenda
October 24, 2023

- I. Call to Order & Introductions
Meeting was called to order at 5:29 p.m. Present: Abby Vosters, Cindy Kreuger, Miriam Schilling, Art Biermeier, Diane Graff, Sara Cummings (left at 6:10), and Kelli Mountford.
- II. Approval of agenda
Hearing no additions, the agenda was approved as presented.
- III. Approval of open minutes from August 22nd, 2023. *Hearing no corrections, the minutes were approved as presented.*
- IV. Correspondence, Appearance, Public Comments
None at this time.
- V. Director's Report
- VI. Unfinished Business
 - A. **Financial monthly report for September 2023 – Action**
Biermeier moved to approve the September monthly finance report as presented. Cummings seconded. Motion passed unanimously.
 - B. **Retirement Official Notice – Informational**
Joel submitted his official notice to retire in January 2024. Kelli met with Lana to discuss vacation hours, sick pay, and insurance.
 - C. **Parking Lot Kunkel Invoice – Action**
The City signed the proposal and it was not received by the library. Money will come from the fund balance. Vosters will follow up on communication. Biermeier moved to approve the invoice. Kreuger seconded. Motion passed (Graff opposed).
 - D. **Budget 2024 – Action**
Furnace replacement may need to come before 2025 capital planning. The library is responsible for paying out vacation hours and sick hours. Staffing options were discussed to replace Joel's position. Vosters moved to approve budget option 8.5 (deficit of \$5687, one part-time employee at 20 hrs. per week and 1 part-time employee at 12 hrs. per week, no Meals on Wheels). Biermeier seconded. Motion passed unanimously.
 - E. **Student Worker Job Description - Action**
Biermeier moved to approve the job description as submitted. Kreuger seconded. Motion passed unanimously.
 - F. **Policy 435 Social Media – Action**
Kreuger moved to approve policy 435 as written. Schilling seconded. Motion passed unanimously.

VII. New Business

A. O.A.K. (Overdose Aid Kit) box availability for the library – Action

Vosters moved to approve the O.A.K. box to be available in the library. Kreuger seconded. Motion passed unanimously.

B. Policy 450 Wireless Internet Service– Informational

C. Policy 455 Outdoor Signage – Informational

D. Holiday Library get-together - Discussion

E. Library Board Trustee Handbook Chapter 6 “Evaluating the 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, Policy 450 Wireless Internet Service, Policy 455 Outdoor Signage, Kunkel invoice update, 2024 Bridges Annual Addendum, 2024 closed dates, Meals on Wheels, Library Assistant II job description update on staff/board get-together.

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

Next Board Meeting is November 28th at 5:30 pm in the Junginger Community Room.

X. Adjournment

Biermeier moved to adjourn at 6:50 p.m. Kreuger seconded. Motion passed unanimously

Respectfully Submitted,
Abby Vosters, Board President