

**Karl Junginger Memorial Library
Board of Trustees Meeting
July 14, 2020**

- I. Call to Order & Introductions
Meeting called to order at 5:20 pm. Present: Art Biermeier, Abby Vosters, Tim Jonas (left at 7:10), Brian Henning, Deb Battenberg, Angie Stinnett (6:40), Kristen Klein, Jon Goldstein, and Kelli Mountford.
- II. Approval of agenda
Vosters moved to approve the agenda, second by Henning. Motion passed unanimously.
- III. Approval of open minutes from June 9, 2020
Battenberg moved to approve the minutes from June 9. Second by Biermeier. The motion passed unanimously.
- IV. Correspondence, Appearance, Public Comments
 - *Jon Goldstein, CEO and Financial Planner for Goldstein and Associates, presented his thoughts on how to maximize income and improve growth of assets from the Evelyn Kading Clark Trust over time.*
- V. Director's Report – The board reviewed items from Mountford's written director's report. Kelli also reported that the next summer performance will be held virtually.
- VI. Unfinished Business
 - A. Financial monthly report for June 2020 – Action
Battenberg moved to approve the financial report from June. Second by Vosters. Motion passed unanimously.
 - B. Clark Trust, Choosing a Lawyer (Tim Jonas) - Action
Jonas reported on his interviews with two lawyers. Battenberg moved to hire Emily Selner (of Axley Brynson LLP) to complete necessary documentation to change our trustee to Bank of Sun Prairie. Second by Vosters. Motion passed unanimously. (Stinnett absent)
 - C. Policy 418 WiFi Hotspot - Action
Battenberg moved to approve Policy 418 with the new wording. Second by Henning. Motion passed unanimously. (Stinnett absent)
 - D. Library Director Evaluation Forms – Informational
The Board will use the same evaluation forms as they have in the past.
- VII. New Business
 - A. Budget 2020 - Informational
Mountford reported that the budget this year is on track with the possible exception of the cost of additional cleaning supplies. Also, we are seeing the benefit of savings in electricity due to the new LED lights.
 - B. Budget 2021 - Action
Henning moved to approve the 2021 budget as presented. Second by Vosters. Motion passed unanimously. (Stinnett absent)
 - C. School Year and After School Children - Action
Mountford relayed her concerns that school will be going into session and that many parents will rely on the library to provide childcare after school. The Board discussed their concerns about safety of these students and the library staff and patrons considering COVID. Biermeier moved to continue the current policy about unsupervised minors in the library during the school year. Second by Henning. Motion passed unanimously. (Stinnett and Jonas absent)
 - D. Waiver for Meeting Room Use – Action
Henning moved to approve the use of the COVID waivers for use of the meeting room. Second by Battenberg. Motion passed unanimously. (Stinnett and Jonas absent)
 - E. CARES Funds Use and Expenditures – Action

Biermeier moved to table this item until the next meeting. Second by Battenberg. Motion passed unanimously. (Stinnett and Jonas absent)

F. Six-Month Library Statistics Overview - *Informational*

Mountford reported that, due to COVID, our circulation numbers are down (as they are in all libraries). Numbers are improving now. She also reported on the summer reading program.

G. Policy 503 Code of Conduct – *Action*

Vosters moved to table this item until the next meeting. Second by Biermeier. Motion passed unanimously. (Stinnett and Jonas absent)

H. Policy 510 Unattended Children – *Action*

Vosters moved to table this item until the next meeting. Second by Biermeier. Motion passed unanimously. (Stinnett and Jonas absent)

I. Trustee Training Week (August 24 – 28, <http://www.wistrusteetraining.com>) – *Informational*

Mountford shared information about the upcoming Trustee Training Week.

J. Save the Date Bridges Trustee Appreciation Virtual Event (10/1/2020) – *Informational*

Mountford reported that the author Nickolas Butler will present online and trustees will receive a copy of one of his books.

VIII. Future agenda items

A. *Policy 503*

B. *Policy 510*

C. *2021 Budget*

IX. Date, place, and time of next meeting in the Waterloo School Community Room

August 11, 5:15 pm

X. Adjournment

Henning moved to adjourn at 7:35 pm, second by Battenberg. Motion passed unanimously.

Respectfully Submitted

Kristen Klein