

**Karl Junginger Memorial Library  
Board of Trustees Meeting  
August 11, 2020**

- I. Call to Order & Introductions  
*Meeting called to order at 5:18 pm. Present: Art Biermeier, Abby Vosters, Brian Henning, Tim Jonas, Deb Battenberg, Kristen Klein, Tom Poehling, and Kelli Mountford.*
- II. Approval of agenda  
*Battenberg moved to approve the agenda, second by Henning. Motion passed unanimously.*
- III. Approval of minutes from July 14, 2020 and July 20, 2020 (Special Meeting)  
*Battenberg moved to approve the minutes from both meetings (7/14/20 and 7/20/20), second by Vosters. Motion passed unanimously.*
- IV. Correspondence, Appearance, Public Comments
  - *Tom Poehling spoke about his recommendations for the Evelyn Kading Clark Trust.*
- V. Director's Report
  - *Mountford reiterated the information about the Save the Date Bridges Trustee Appreciation Virtual Event scheduled for 10/1/2020.*
  - *Biermeier encouraged all board members to participate in the Trustee Training Week.*
- VI. Unfinished Business
  - A. Financial monthly report for July 2020 – Action  
*Battenberg moved to approve the financial report from July except for the lawyer fees. Second by Vosters. Motion passed unanimously.*
  - B. Clark Trust Payment to Lawyer - Informational  
*The board reviewed the legal fees submitted to us by the City.*
  - C. Policy 503 Code of Conduct - Action  
*Vosters moved to approve Policy 503 with the new wording. Second by Henning. Motion passed unanimously.*
  - D. Policy 510 Unattended Children – Action  
*Battenberg moved to approve Policy 510 as written. Second by Vosters. Motion passed unanimously.*
  - E. CARES Funds – Informational  
*Mountford reminded the board that we will be receiving \$1200 from Bridges via the CARES act. She is trying to find a way to use the money to extend internet access out to the parking lot.*
  - F. 2021 Budget – Informational  
*The budget has been submitted to the city.*
  - G. Clark Trust: Unitrust vs. Income Trust – Action  
*Jonas moved to change the Clark Trust from an income trust to a unitrust. Second by Battenberg. Motion passed with five in favor (Jonas, Battenberg, Beiermeier, Henning, and Vosters) and one against (Klein).*
- VII. New Business

The Library Board will convene to Closed Session on the matter per State Statue 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 conclusion of the closed session.

*Battenberg moved to convene in Closed Session. Biermeier seconded. Motion passed unanimously (Battenberg, Biermeier, Henning, Jonas, Klein, and Vosters).*

  - A. Library Director Job Evaluation - Action  
*Henning moved to reconvene in open session. Vosters seconded. Motion passed unanimously.*

*Battenberg moved to give a 2% raise in salary to Mountford effective 1/1/2021. Biermeier seconded. Motion passed unanimously (Battenberg, Biermeier, Henning, Jonas, Klein, and Vosters).*

B. Policy 512 Emergency Policies – *Informational*

*Mountford reviewed the changes she would like to make to Policy 512.*

C. 2022 Budget – *Informational*

*Mountford reported that she is working on preparing the 2022 budget for the city. She is very concerned about how the pandemic will affect our county money.*

VIII. Future Agenda Items

A. Financial Report from July (Legal Fees)

B. Library Director Salary Comparison

C. Policy 512 Emergency Policies

D. Investment Proposals

E. Budget 2021

F. Budget 2022

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

*September 8, 5:15 pm*

X. Adjournment

*Battenberg moved to adjourn at 6:53 pm, second by Biermeier. Motion passed unanimously.*

Respectfully Submitted

Kristen Klein