

**Karl Junginger Memorial Library
Board of Trustees Meeting
October 13, 2020**

- I. Call to Order & Introductions
Meeting called to order at 5:20 pm. Present: Art Biermeier, Brian Henning, Abby Vosters, Brian Henning, Tim Jonas, Angie Stinnett, Deb Battenberg, Kristen Klein, and Kelli Mountford.
- II. Approval of agenda
Henning moved to approve the agenda, second by Battenberg. Motion passed unanimously.
- III. Approval of minutes from August 11, 2020
Battenberg moved to approve the minutes from the meeting of August 11, 2020, second by Biermeier. Motion passed unanimously.
- IV. Correspondence, Appearance, Public Comments
 - *Mountford reported that Emily Selner, Attorney, may not be able to attend tonight's meeting to update us on the progress of the break with SVA.*
- V. Director's Report
 - *Mountford informed the board that the community room has been booked for two events in December. With COVID restrictions, that room should have a maximum of 11 people. Mountford is planning to cancel those two events as the number of people involved in each exceeds the maximum capacity.*
 - *Mountford shared information about the new program HELPNOW which provides tutoring services for children and adults. This program is available to all who have a library card.*
- VI. Unfinished Business
 - A. Financial monthly reports for August and September 2020 – Action
Biermeier moved to approve the financial reports from August and September. Second by Battenberg. Motion passed unanimously.
 - B. 2021 Budget – Action
Mountford reported that, at the budget committee meeting, committee members went through the budget line-by-line and only asked that we reduce the amount budgeted for electricity. Henning moved to approve the budget as presented. Second by Vosters. Motion passed unanimously.
 - C. Clark Trustee – Action
Upon the advice of Emily Selner, Mountford requested proposals from Bank of Sun Prairie, State Bank of Cross Plains, and Wisconsin Bank and Trust. The members of the board reviewed and discussed the proposals. Jonas moved to appoint the Bank of Sun Prairie as the trustee for the Clark Trust. Second by Biermeier. Motion passed unanimously.
 - D. Investment Agency – Informational
Upon the advice of Emily Selner, proposals were requested from different investment agencies. Selner has recommended that we interview the advisors.
 - E. CARES Funds from Bridges – Use for HelpNow Resource – Action
Mountford reminded the board that we will be receiving \$1200 from Bridges via the CARES act. She has used some of the money to buy four web cams and a speaker for meetings. The rest of the CARES money would go toward the HELPNOW service. Battenberg moved to approve Mountford's proposal for the use of the CARES funds. Second by Vosters. Motion passed unanimously.
 - F. Policy 512 Emergency - Action
Biermeier moved to table discussion of Policy 512. Second by Henning. Motion passed unanimously.
 - G. Library Director Salary Review – Informational
Mountford reported on library director salaries for librarians who have Master's degrees and work in libraries of similar size.

VII. New Business

- A. Hoopla for 2021 – *Informational*
Mountford reported that the Hoopla database, which has been funded mostly by Bridges, has been very well received by our patrons.
- B. New Purchasing Policy (combining Policy 460) – *Informational*
The City has asked us to create a purchasing policy. Mountford included Policy 460 in the new purchasing policy.
- C. New Investment Policy – *Informational*
The board discussed a possible new investment policy.
- D. 2019 Holiday Library Closings – *Action*
Mountford proposed the following library closures for 2020:
- January 1st and 2nd – New Year's
 - April 2nd and 3rd – Good Friday
 - May 31st – Memorial Day
 - July 2nd and 3rd – Independence Day
 - September 6th – Labor Day
 - November 25th, 26th and 27th – Thanksgiving
 - December 23rd, 24th and 25th – Christmas Eve and Christmas
 - December 31st open a half-day – New Year's Eve
 - January 1st, 2022 – New Year's Day
- Mountford also proposed the following hours:*
- Mondays through Thursdays (10AM – 7PM) – September through May
 - Mondays through Thursdays (9AM – 6PM) – June, July, and August
 - Friday (10AM – 5PM)
 - Saturday (10AM – 1PM)
- Henning moved to close the library on the dates listed above and set the hours as listed above. Second by Vosters. Motion passed unanimously.*
- E. Staff Appreciation – *Action*
Biermeier moved to approve the purchase of gift cards for staff appreciation equal to the amounts of last year and a catered lunch. Battenberg seconded. Motion passed unanimously.

VIII. Future Agenda Items

- A. Investment Agency
- B. Policy 512
- C. Purchasing Policy

- IX. Date, place, and time of next meeting in the Waterloo School District Community Room or online:
November 10, 5:15 pm

- X. Adjournment
Biermeier moved to adjourn at 6:20 pm, second by Battenberg. Motion passed unanimously.

Respectfully Submitted

Kristen Klein