

Karl Junginger Memorial Library
Board of Trustees Meeting Agenda
November 28, 2023

- I. Call to Order & Introductions
Meeting was called to order at 5:30 p.m. Present: Abby Vosters, Cindy Krueger, Miriam Schilling, Art Biermeier, and Kelli Mountford.
- II. Approval of agenda
Hearing no additions, the agenda was approved as presented.
- III. Approval of open minutes from October 24th, 2023. *Hearing no corrections, the minutes were approved as presented.*
- IV. Correspondence, Appearance, Public Comments
Two Thanksgiving cards were passed around for the Board to look at. The Board was each given a 2024 Memory Café brochure.
- V. Director's Report
Mountford forgot to include it in the packet. Mountford summarized and stated it would be included in the next board packet.
- VI. Unfinished Business
 - A. **Financial monthly report for October 2023 – Action**
Biermeier moved to approve the October monthly finance report as presented. Krueger seconded. Motion passed unanimously.
 - B. **Budget 2024 – Action**
Krueger moved to approve the amended 2024 budget with the new Income/Life insurance information. Schilling seconded. Motion passed unanimously.
 - C. **Meals on Wheels – Informational**
Meals on Wheels program was discussed. Jefferson County may contact City Hall to see the availability of rooms to use for their new site manager for Waterloo.
 - D. **Kunkel Invoice/proposal update/Final invoice and numbers – Informational**
Discussion took place of the final numbers that were submitted through email by Mayor Quimby.
 - E. **Policy 450 Wireless Internet Service – Action**
Biermeier moved to approve Policy 450 with the updated corrections. Schilling seconded. Motion passed unanimously.
 - F. **Policy 455 Outdoor signage – Action**
Biermeier moved to approve Policy 455 as is. Krueger seconded. Motion passed unanimously.
 - G. **Job Descriptions Library Asst II and Lib Asst III – Action**

Biermeier moved to approve the Lib Asst II and Lib Asst III job descriptions with the updated information. Krueger seconded. Motion passed unanimously.

H. **Update on staff/board get-together – Informational**

Discussion took place that January or February would be a good time to have a get-together with library staff and the library board. This will include the two new hires.

VII. New Business

A. **2024 Bridges Annual Addendum – Action**

Biermeier moved to approve the 2024 Bridges Annual Addendum fees as is. Krueger seconded. Motion passed unanimously.

B. **Hoopla Costs for 2024 – Informational**

Mountford stated that she reduced the monthly amount of patron checkouts from four to three. No complaints from patrons. Will keep an eye on usage and cost in 2024.

C. **2024 Library Closed Dates – Action**

Schilling moved to approve the following 2024 library close dates;

Jan. 1st, Jan. 2nd (staff in-service), Mar. 29 & 30, May 25 & 27, July 4, Aug. 7 (staff in-service), Aug. 31, Sept. 2, Nov. 28, 29 & 30, Dec. 24 & 25, and Dec. 31 open ½ day 9 a.m. to 1 p.m.

Krueger seconded. Motion passed unanimously.

D. **2024 Contract for Jefferson County Library Services – Action**

Biermeier moved to approve the 2024 Contract for Jefferson County Library Services. Schilling seconded. Motion passed unanimously.

VIII. Future agenda items –

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

December Library Board Meeting Cancelled due to Holidays. Next board meeting will be held on Tuesday, January 23rd at 5:30 p.m.

X. Adjournment

Biermeier moved to adjourn at 6:22 p.m. Krueger seconded. Motion passed unanimously

Respectfully Submitted,
Cindy Krueger, Secretary/Finance