

Karl Junginger Memorial Library  
Board of Trustees Meeting Agenda  
February 27, 2024

- I. Call to Order & Introductions  
*Meeting was called to order at 5:28 p.m. Present: Abby Vosters, Cindy Krueger, Leslie Fugate, Art Biermeier, Sara Cummings, and Kelli Mountford.*
- II. Approval of agenda  
*Hearing no additions, the agenda was approved as presented.*
- III. Approval of open minutes from November 28, 2023. *Hearing no corrections, the minutes were approved as presented.*
- IV. Correspondence, Appearance, Public Comments  
Thank you card from Joel Zibell, Christmas cards, and thank you cards from school children were passed around for the Board to look at. The Board was each given a 2023 Year in Review flier.
- V. Director's Report  
Garman Donation was discussed. Funding questions were talked about.
- VI. Unfinished Business
  - A. **Approve payment of monthly invoices for November & December 2023 and January 2024 - Action**  
*Biermeier moved to approve the November and December 2023 monthly invoices as presented. Krueger seconded. Motion passed unanimously. Cummings moved to approve the January 2024 monthly invoices as presented. Biermeier seconded. Motion passed unanimously.*
  - B. **End of Year 2023 Financial report update – Informational**  
*Mountford informed the board that the Fund Carryover dollars were still being figured out by the city and the auditors.*
  - C. **Meals on Wheels – Informational**  
*Jefferson has begun to use Hawthorne House kitchens on Mondays, Wednesdays, and Thursdays. The library did not receive many calls about Meals on Wheels no longer at the library.*
  - D. **Update on staff/board get-together – Informational**  
*Discussion took place that the get-together will take place on Monday, April 8<sup>th</sup> at 6 pm to start National Library Week celebrations.*
- VII. New Business
  - A. **2023 Library Annual Report - Action**

*Graff moved to approve the 2023 Library Annual Report. Biermeier seconded. Motion passed unanimously.*

**B. Beatrice Owens Scholarship – Informational**

*Mountford stated that she spoke with UW about the amount left for the Scholarship. This scholarship is for anyone who lives in Waterloo and is pursuing a Master's in Library Science through a UW School. One person may apply if accepted into the UW Master's program for Library Science.*

**C. 503 Code of Conduct Policy – Informational**

**D. 401 Selection of Materials Policy – Informational**

**E. 405 Reconsideration of Material: Procedure & Form – Informational**

*The Board and Mountford discussed the three policies aforementioned and will go over them at the next board meeting.*

**F. Review and Discuss Library Board Trustee Handbook Chapter 7 "The Library Board and Library Personnel" – Informational**

*The Board reviewed and went over the questions at the end of the chapter.*

VIII. Future agenda items – 2023 Financial Report, Staff Get-together, Policies 503/401/405.

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

The next board meeting will be held on Tuesday, March 26 at 5:30 p.m.

X. Adjournment

Biermeier moved to adjourn at 6:25 p.m. Cummings seconded. Motion passed unanimously.

Respectfully Submitted,  
Kelli Mountford, Library Director

